



Software Usage Policy

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Category	Governance
Document Owner	PEO
Approved by	Board of Directors
Authorised by	Board of Directors

1. Purpose

This Policy establishes clear guidelines for the **responsible and lawful use of software** across OneGlobe. It ensures that all software:

- is appropriately licensed,
- complies with legal and contractual obligations, and
- is used in a manner consistent with operational, academic, and regulatory requirements.

This policy supports the **Higher Education Standards Framework (Threshold Standards 2021)**, ESOS obligations, and OneGlobe's governance framework.

2. Scope

This Policy applies to:

- all types of software (commercial, open-source, freeware, or cloud-based),
- all devices used for OneGlobe business (institution-owned or approved BYOD), and
- all OneGlobe staff, contractors, students, and third parties accessing OneGlobe systems.

3. Procedures

3.1 Software Licensing

- All software must comply with **copyright law** and licence terms.
- The **ICT Officer** is responsible for managing software licensing, including ensuring conditions (users, devices, duration) are met.
- An **annual software audit** will be conducted to confirm compliance.

3.2 Software Installation



- Only software acquired in line with the **Software Purchase Policy** may be installed.
- Installation and upgrades may only be performed by the **ICT Officer** (or delegate).
- All software must be registered under **OneGlobe's institutional name**, not individual users.
- Upgrades must only be applied to licensed installations.

3.3 Software Usage

- Employees must comply with licence restrictions and receive relevant training before using new software.
- Employees are prohibited from:
 - Installing personal software on OneGlobe devices.
 - Using OneGlobe-licensed software on personal devices without prior ICT approval.
 - Copying, sharing, or using pirated/unauthorised software.
- Remote access:
 - Where feasible, a OneGlobe-issued portable device will be provided.
 - If home installation is approved, licences remain the property of OneGlobe.
- The ICT Officer will maintain a **Software Register** recording all approved installations.

3.4 Breach of Policy

- Breaches must be reported immediately to the ICT Officer.
- The ICT Officer will investigate and recommend corrective or disciplinary action under the **Staff Code of Conduct**.
- Failure to report a known breach may itself constitute misconduct.

4. Records

- All software licences, approvals, audits, and compliance reports must be recorded in accordance with the **OneGlobe Records Management Policy**.

5. Related Documents

- Software Purchase Policy and Procedure



- Privacy Policy
- Student Code of Conduct
- Staff Code of Conduct
- Records Management Policy

6. Related Legislation

- TEQSA Act 2011
- HESF (Threshold Standards) 2021
- ESOS Act 2000
- National Code of Practice 2018
- Higher Education Support Act 2003
- Copyright Act 1968 (Cth)
- Privacy Act 1988 (Cth)

7. Review

This Policy will be reviewed every **three (3) years**, or earlier if required by changes in legislation, regulation, or operational needs.

8. Version Control

Version	Summary of changes	Approval Date	Review Date
1	Document Established	Board of Directors: 09Feb2024	Mar 2027