

## SOFTWARE USE POLICY

The District recognizes that each college and the District Office offers a variety of instructional and administrative technology resources<sup>1</sup> to support educational programs and learning, enhance instruction, provide access to resources, as well as the ability to communicate with other users worldwide. The resources are the property of the District and are provided to support the District's mission and institutional goals and use of these resources shall be consistent with the mission, goals and this policy. Open access to such resources should be considered a privilege, and requires individual users to act responsibly. A user is any authorized individual (employee, student, member of the community) who accesses a college/District resource. Users must not alter the integrity of the systems and must observe all laws, regulations and contractual obligations.

This policy works in conjunction with the Acceptable Technology Use Policy, and Business Procedure 10.06. This policy is to describe use and issues specific to software.

### RIGHTS AND RESPONSIBILITIES

Misuse of technology resources as detailed in this policy, the Acceptable Technology Use Policy, and/or Business Procedure 10.06 may result in the loss or termination of technology resources without notice. U.S. copyright law bans illegal reproduction of software and may subject the user to civil damages and criminal penalties including fines and imprisonment. Violations of these policies will be dealt with as outlined in the ENFORCEMENT section of the Acceptable Technology Use Policy and detailed in Business Procedure 10.06.

Computer software may be copied only for backup or as permitted by the copyright owner. Distribution of the copies can be provided only to registered users. The number of simultaneous users corresponds to the number of original licenses purchased by the department.

All organizational units, divisions and departments may order computer software. When ordering software subject to a site license agreement, approval is required from the site Technology Dean/Manager. The Technology Dean/Manager shall review the contract for any legal considerations involving the installation and use of this software. The license agreement, along with the purchase requisition, will be referred to the District Director of Purchasing who will verify, sign and process the agreement. All software purchased without a site license agreement must be registered under the college name and the user's name.

Some software license agreements allow "home use" of the software. The terms and conditions of the license as it relates to home use must be given to the user before they are given the software. The users are responsible for compliance with the terms and conditions of the license.

Individual departments/offices must keep a record of their licensed software on file, including home-use software. Each organizational unit shall appoint an individual to keep a log of all license agreements owned by that organizational unit. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users exceeds the number of original licenses purchased. The duration of the site license agreement must be observed at all times. Users of the system shall abide

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<sup>1</sup> Technology resources can be any personal computer, network, workstation, mainframe, mini-computer, peripheral, video/televideo system, or a file server.

by the legal requirements involving the use of that software. A periodic (not to exceed three years) software audit should be conducted by the Technology Deans/Managers to insure that all software installed on District equipment or in home use is in compliance with the copyright law. The Technology Deans/Managers shall notify the organizational unit head of any non-conformance. Affected departments/offices shall be advised of any changes that may affect their lab activities or office processes, allowing as much advance notice as possible. The Technology Deans/Managers shall then authorize removal of any software not complying with the license agreements from lab computers or individual office computers.

The District will be responsible for bringing into compliance and maintaining all job-required software. No authorized user will be directed or allowed to load unlicensed software.