Software Licensing Policy

Policy Number:
Owner Department: Information Technology
Effective Date: February 24, 2011
Approved By: President's Council

I.   POLICY TITLE

Software Licensing Policy

II.   POLICY STATEMENT
SCNM installs and utilizes only legally licensed software.

III.   POLICY STATUS

New

IV.   HISTORY/BACKGROUND

To help fulfill its mission, SCNM utilizes a large variety of software packages. Faculty, staff, and students have access to campus-wide packages such as word processors, as well as specialized departmental applications. U.S. law expressly forbids unauthorized duplication or use of copyrighted software. Enforcing those laws protects the integrity and reputation of SCNM.

V.   DEFINITION(S)

None

VI.   PURPOSE

The purpose of this policy is to ensure that all software installed on campus is appropriately licensed and used in accordance with individual license agreements.

VII.   SCOPE/KEY STAKEHOLDERS

Stakeholders are defined as SCNM software users: Faculty, staff, and students

VIII.   POLICY ITEMS

A.   SCNM must purchase valid licenses for all software installed on college computers and IT must approve those purchases.
B.   Users are prohibited from installing personal software on SCNM computers. SCNM must own the license.

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C. Users are prohibited from installing SCNM software on personally owned computers, unless permitted in the license agreement.
D. Users may not duplicate copyrighted software unless otherwise provided for in the license agreement, and for backup and archival purposes.
E. Users may request the installation of Freeware, Evaluation software, and Shareware as it relates to their job function.
F. SCNM must maintain an asset inventory and provide a secure repository for all media, licenses, and other documentation.

IX. RESPONSIBILITY FOR IMPLEMENTATION

IT Director

X. APPROVAL BODY

President's Council

XI. DATE POLICY APPROVED

February 23, 2011

XII. RELATED POLICIES

IT Acceptable Use Policy

XIII. RELATED DOCUMENTS

None

XIV. DATE EFFECTIVE

February 24, 2011

XV. NEXT REVIEW DATE

As needed

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XVI.   VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council/ February 23, 2011	February 24, 2011	
2			

XVII.   POLICY OWNER

Information Technology Department

XVIII.   POLICY AUTHOR/CONTACT

Stan Zalewski/Director IT

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