

Software Acceptable Use Policy

Issue Date: June 1, 2004

Effective Date: June 1, 2004

Number: HHSS-2004-004

1.0 Purpose

It is prohibited to install or use software on computer hardware for which is not approved or authorized by HHSS. This policy defines HHSS official position on acquisition, installation, and use of licensed software on HHSS owned or supported IT assets.

2.0 Scope

This policy applies to employees, contractors, consultants, temporary employees, volunteers, and other workers employed by HHSS. US copyright laws require HHSS not permit any employee to use software in any manner inconsistent with the applicable license agreement, including giving or receiving software or fonts from clients, contractors, customers and others.

3.0 Policy

All HHSS hardware including servers, communication equipment, desktop computers, workstations, laptop computers, PDA's, and home computers shall be used for exclusively for HHSS work activity.

It is the policy of HHSS to respect all computer software copyrights and to adhere to the terms of all software licenses to which HHSS is a party.

HHSS will take all steps necessary to prohibit users from duplicating any licensed software or related documentation for use either on HHSS premises or elsewhere unless HHSS is expressly authorized to do so by agreement with the licensor.

Unauthorized duplication of software may subject users and/or HHSS to both civil and criminal penalties under the United States Copyright Act.

Only software approved by HHSS IS&T may be installed on any resources owned or supported by HHSS. Only HHSS IS&T staff can authorize installation, modification, or updates to software installed on any IT resources owned or supported by HHSS.

4.0 Policy Standards

Associated Standards published subsequent to this policy provide specific guidelines for compliance to the policy. Standards reflect current guidelines and may be updated as necessary to meet changes in state and federal rules and regulations and changes in technology implemented in HHSS.

[Software Acceptable General Use Standard](#)

[Software Acceptable Use - Employee Home Use Standard](#)

5.0 Enforcement

Periodic Audits -The Information System & Technology manager or designated entity will conduct a periodic audit of all HHSS PCs and servers, including portables, to ensure that HHSS is in compliance with all software licenses. Random audits may be conducted as well. Audits may be conducted using an auditing software product. Also, during the audit, HHSS will search for computer viruses and eliminate any that are found. The full cooperation of all users is required during audits.

Penalties and Reprimands - According to the US Copyright Act, illegal reproduction of software is subject to civil and criminal penalties. An authorized HHSS user who knowingly makes, acquires, or uses unauthorized copies of software will be disciplined contingent on substantiated proof of violation.

Should a violation of this Software Acceptable Use Policy occur, the individual who committed the violation shall be personally responsible for their own actions and any reasonably foreseeable consequences of those actions. Any employee found to have violated this policy may be disciplined in accordance with the applicable workplace policies and labor contracts. Such discipline may include termination of employment.

6.0 Revision History

Policy modified from an original document published by the SPA Anti-Piracy organization.

HHSS Legal Review: April 9, 2003

HR Legal Review: April 24, 2003

HR Legal Review: March 12, 2004

Policy Cabinet Approved: April 13, 2004

Policy Title: Software Acceptable Use Policy

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