



Area: Information Technology

Policy Name: Software

Policy Statement: The College provides Faculty and Staff members with the proper software and installation to perform the job duties as efficient and successful as possible. Software often comes with disclaimers and licensing requirements that limit or diagram precise installation procedures. This policy is written to protect the College's network from infringing on legal rights or laws, and to ensure the proper execution of installation of all software.

Procedures: All Software must be approved, received, and installed by the College's IT department or have prior approval from the IT department before installation. Software requested or installed must directly support or enhance the College mission and vision. Users that install unauthorized software can be subject to disciplinary action. Users may not distribute software, sell software for profit, or gift software to any other users without prior IT approval. Licenses of software is the property of the College. Any user caught distributing this software can be held liable or be subject to disciplinary action up to and including termination.

Users may not download, pirate, or steal any material, music files, or video files. Users caught downloading, pirating, or stealing any material that they do not have exclusive usage rights to can and will be subject to disciplinary action including termination or expulsion.

Contact: Chief Student Services Officer/Human Resources Coordinator

Related:

Adopted: July 1, 2009

Updated: September 22, 2014; August 8, 2018