EvCC7030: SOFTWARE LICENSING COMPLIANCE AND INSTALLATION POLICY
Original Date: April 14, 2009
Revision Date: September 17, 2013
Policy Contact: Executive Director of Information Technology

POLICY
Everett Community College expectation of all students, faculty, staff members and guests is to comply with applicable federal, state, and local laws governing copyrighted material. This policy ensures that Everett Community College and all its individual units, employees, students and guests follow the letter and spirit of both state and federal law regarding software licensing and copyright. Everett Community College respects the individual initiative and innovation exercised in the creation of intellectual property, whatever form it takes.

This policy applies to all Everett Community College employees, students and/or non-employees who may be authorized to use Everett Community College computing systems and networks. It informs campus users of their obligations regarding copyrighted and licensed software applications, and provides guidelines for responsible and appropriate utilization of these materials. In addition, it applies to the use of any computing systems and networks belonging to the state of Washington and to Everett Community College, and any that are entrusted to the institution by other organizations.

This policy is intended to be in compliance with current OCIO security policies, and related laws and amendments.

These licensing and copyright laws and policies govern the purchase, lease, license and use of copyrighted materials including computer software and data captured in various other media. Specific Everett Community College policies defining the acceptable use of state resources, the acceptable use of Everett Community College networks and systems, the acceptable use of Everett Community College computers and the Everett Community College Information Technology (IT) Security policy all supplement this policy. Additional policies, procedures and standards may also apply.

Software Installation and/or Upgrades
- All software installations and/or upgrades will be done by an authorized information technology staff member or authorized designee.
- Only software for which the original media, a valid proof of purchase by Everett Community College (generally an invoice), and an authorized license spelling out the number of copies licensed by Everett Community College are available will be installed on any Everett Community College computers, except as noted in this policy. It is the responsibility of the requestor to ensure that valid proof has been provided to information technology.
- All licenses, proof of purchase (invoices) and original media for software licensed by Everett Community College will be kept and maintained by information technology. Individual users may be given digital copies of this documentation, if desired, upon request. Everett Community College information technology staff may securely store and maintain any specialized software required to provide any unique services, as authorized by the executive director of information technology.
- Information technology personnel will not support software or computers that are not owned by Everett Community College and/or installed by a member of the IT team, or authorized designee.
- Employees shall comply with the terms and conditions of all licensing agreements and the provisions of the copyright act and other applicable laws. Employees have an individual responsibility for familiarizing themselves with their obligations under this policy and for understanding the license and copyright obligations related to software they are using.
- State technology resources authorized for an employee to use at home for official purposes are subject to the same expectations of copyright and licensing compliance as would be applicable if the employee was located in an Everett Community College facility or other official duty station. No employee will use unauthorized copies of software on Everett Community College-owned computers, whether the equipment is located at the workplace or in the employee’s home.
RELEVANT LAWS AND OTHER RELATED INFORMATION
Title 17, United States Code (Copyright Act)
Computer Software Piracy Policy (adopted by the Office of the Chief Information Officer (OCIO) on June 12, 2001)
Intellectual Property Protection (Computer Software Piracy) Model Policy
Recommended Best Practices for Avoiding Computer Software Piracy Department of Information Services

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APPROVED BY
Board of Trustees