

Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-03
POLICY: Software Copyrights and License Agreements			
DATE: MAY/01	REV. DATE: AUG/2013	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew is committed to ethical and legal practices in using software, and establishes procedures and guidelines to prevent violations of software copyright law and license agreements by its users. Unauthorized copying of software is illegal; such activity by County employees may incur a legal liability and harms the County's image, its reputation, its standing with the public, and affects all others employed by the County.

PROCEDURE:

1. All software installation on County computers is executed or supervised by the Information Technology Division.
2. Unless placed in the public domain, software is protected by copyright law and may not be duplicated or distributed for any reason without permission of the copyright owner.
3. Records of corporate software purchases, receipts, communications with software vendors, and vendor information are submitted to and maintained by the Information Technology Division, and proof of purchase must be submitted for software obtained through shareware distribution.
4. To determine the contents of the license agreement for a particular piece of software, contact the Manager of Information Technology, the respective Department Head, or the respective system administrator; also examine the 'README' files accompanying the software.
5. The County reserves the right to monitor, limit, and/or remove any and all software used on its property and equipment. This applies to all servers, computers, laptops, fixed disks, and removable magnetic and optical storage media. Ensure that all software, including shareware and public domain software, is approved for use by the Information Technology Division and installed by the Information Technology Division.
6. Contact the Information Technology Division if you have any questions regarding software use.