



Cambridge College – Administrative Technology Department Policy on Use of Software

Cambridge College has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher.

Cambridge College will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited.

In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of Cambridge College's Information Technologies Department.

The unauthorized duplication of copyrighted software or documentation is a violation of the Federal Copyright laws and is contrary to established standards of conduct for Cambridge College employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate discipline, up to and including immediate termination of employment.

Cambridge College reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of the college's computers to assure compliance, and the removal of any software found on Cambridge College's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.



Software Upgrades of installed applications:

In general, upgrades to currently installed software, particularly software used for instruction, shall occur during the semester break between the summer and fall terms of Cambridge College. Exceptions to this schedule may be made based upon contractual agreements between the college and the software provider, departmental needs, or academic needs. The scheduling of any such exception shall take into consideration the current workload of the IT Department. The requesting department, at its discretion, may elect to cover the expense of hiring temporary workers to expedite the installation of an upgrade. The IT Department will hire and supervise any temporary workers used in this capacity.

Software Procurement policies and procedures:

Employees, administrator, staff or faculty, requesting software completes the “Software Request Form” and submit it to their supervisor or department director for review.

Supervisors and directors review all requested software, in consultation with the Information Technology Department. All software acquired by the college must be approved by a supervisor/director and the IT Department. The IT Department may recommend a different application or solution that meets the request. The IT Department is responsible for ensuring that all installed software is compatible with the college’s network and currently installed software and will deny approval of any software request that is judged to be incompatible with the network or installed software.

The IT Department obtains a price quote covering the requested software and any needed training for review by the Department or Program Director. The Department or Program Director determines that there are sufficient funds in the department’s current budget to cover the price quote before authorizing, in writing, the IT Department to acquire the software. Within five working days of the receipt of authorization, the IT Department orders the software and provides the Department or Program Director with an estimated date for the installation. The IT Department keeps the Department or Program Director informed of any change in the estimated date of installation and notifies the Director of the date on which the installation was completed.



The supervisor or program director informs employee of the final decision and, if approved, the anticipated date of installation.

The IT Department endeavors to acquire software at the lowest possible price and, whenever possible, will take advantage of discounts offered to educational institutions. All software acquired by Cambridge College will be purchased through Software Spectrum or directly from the manufacturer. The IT Department, in consultation with the Vice President for Finance, may elect to identify additional suppliers of software.

Software installation procedures:

The IT Department is responsible for submitting software registrations and for installing software on all computers, owned or leased by the college. The IT Department will ensure that the appropriate operating system and all software on the current list of installed software is correctly installed before assigning the desktop or laptop computer to an employee or faculty member of the college. The IT Department, at its discretion, may allow employees to install software. Any such approval, except for faculty installing copies of personally acquired software, will be made in writing. (See section on Personal Software below.)

The IT Department maintains records of all software and licenses acquired by the college. At a minimum, these records will include the following:

- Name of software and version
- Name of company
- Serial number of application
- License number, if different from serial number, and number of allowed installations
- Expiration date of software license
- Installation key
- Date initially acquired
- Date of last upgrade acquired
- Serial number of computers onto which the application is installed

The IT Department is responsible for maintaining any documentation provided with software. Further, the IT Department will ensure that distribution and any duplication of software documentation complies with all



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rights granted by the software license.

Training in the use of installed applications:

The IT Department, in consultation with the requesting department, develops and implements a plan for any necessary training in the use of software applications. The requesting department shall be responsible for the cost of any necessary training materials or consultants needed to support the training.

Personal software:

No employee, except faculty members, of the college may install personal software, shareware or freeware, computers, desktop or laptop, owned or leased by Cambridge College without the written approval of the IT Department. The college installs a standard set of software on all laptops distributed to faculty members. (A list of this software may be obtained from the IT Department.) Further, the college grants permission to faculty members to install personal software onto their assigned laptop. It is the responsibility of any faculty member who wishes to install a personal copy of commercial, shareware, or freeware software onto their laptop to maintain a printed copy of the license for the software and to comply with all requirements of the license. From time to time, the IT Department may require faculty members to provide copies of licenses for any personal software the faculty member has installed onto the laptop for the purpose of conducting software license audits. The college is responsible for maintaining sufficient licenses for any applications included in the standard set software and for ensuring compliance with all license requirements. The college **will not** assume responsibility, financial or otherwise, for any software installed by faculty members onto the laptop assigned to them.

Disposition of software:

The IT Department shall be responsible for ensuring that any software installed on college computers is removed from computers by the date of termination of any license for the use of the software. All software, including the operating system will be removed from any desktop or laptop computer taken out of general use, returned to a leasing company or disposed of by the college.



Employee training regarding policies governing the use of computers and applications:

The IT Department shall be responsible for distributing copies of all policies and procedures governing the use of Cambridge College's computer network, computers, and applications to all employees of the college.

Workshops, covering the appropriate use of the college's technology resources and copies of all current computer policies and procedures shall be made available to all employees annually. These workshops and the distribution of policies and procedures will occur during the first month of the fall term. All new employees shall receive a copy of all computer policies and procedures as part of the normal new employee orientation program.

The IT Department shall ensure that current copies of all computer policies and procedures are posted on the college's web site, at designated locations throughout the college and the Office of Human Resources.