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**TITLE: Software License Compliance**

**EFFECTIVE: January 13, 2016**

**LAST REVISION:**

**Policy No: 7.015.1**

**Introduction**

Non-compliance with software licensing provisions can bring about significant risk and liability for SOWELA Technical Community College (SOWELA). External software audits to identify non-compliance are not uncommon, and the cost to SOWELA, if found in breach, can be considerable. Therefore, it is very important that SOWELA have robust processes to ensure that it has the necessary and appropriate licenses for all the software that SOWELA uses and that the College is abiding by the conditions of use stipulated in the licenses. Failure to do so puts the College at significant risk of legal action and substantial penalty.

The Board of Supervisors has established a policy by which the colleges of Louisiana's Community and Technical College System (LCTCS) will develop a college-level software license compliance policy. This policy is designed to ensure that LCTCS, its institutions, and the entities therein are in compliance with the requirements of a software vendor's license provisions. This policy will identify responsible parties for conducting audit practices and executing compliance standards and operations.

**Definition**

Software – the applications, operating systems, and utility programs used to control technology.

Software Licensing – a legal instrument governing the use or redistribution of software.

**Policy Statement**

All software installed and/or supported and accessed by SOWELA Technical Community College (SOWELA) employees on any State equipment shall have a license for the use of such software.

1. Authorized License holder shall be an official of the Information Resources & Technology (IRT) Division.
2. All software installation will be conducted by a member of the IT staff.
3. The physical licensing information (if any) shall be housed in the Information Technology (IT) Department.
4. No third party licensed software is allowed on any equipment owned by SOWELA unless the specific licensing of the software is proven to allow such use, including personally owned software. System administrators will remove such software if no evidence of license ownership is provided.
5. All software having a volume licensing agreement will be maintained by IT and those installing the software will be familiar with the terms of the agreement.
6. No software may be copied or installed by any faculty member, staff member, or student with the exception of specific Work at Home rights granted with the software by the software vendor.
7. All portable devices (laptops, tablets, etc...) that have loaded software must be brought on campus annually during the audit period established by IRT.
8. IRT will conduct annual audit and inventory of all programs on technology owned by SOWELA.

9. An annual report will be prepared by the Office of Information Resources & Technology and forwarded to the LCTCS Information Technology office.

**Ramifications of non-compliance**

The first instance of non-compliant software found on any college equipment will be recorded with the Chief Information Resources & Technology Officer. The person in violation will be required to attend training about software licensing laws and sign a copy of the policy.

The second instance will require a warning and be reported to the Office of Human Capital Resources and Payroll. Subsequent infraction will be referred to the Office of Human Capital Resources and Payroll for remediation, which may include a recommendation of disciplinary action to the Chancellor, and/or termination of the offender's employment with the College.

Source of Policy: Information Resources & Technology Division

LCTCS Guideline Reference: N/A

Approved by: \_\_\_\_\_

Chancellor

LCTCS Policy Reference: IT 7.007

Related Policy: N/A

Date: \_\_\_\_\_

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