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## Software Licensing

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Effective Date: January 28, 2015  
Last Revision:

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### General

End-user license agreements are used by software and other information technology companies to protect their valuable intellectual assets and to advise technology users of their rights and responsibilities under intellectual property and other applicable laws. More importantly, installation of any software must have a justifiable business purpose and must be properly licensed

### Applicability

The purpose of this policy is to establish the procedures for licensed software use on Northwest Louisiana Technical College (Northwest LTC) Information Resources. It applies equally to all individuals that use any Northwest LTC Information Resources.

### Procedures and Responsibilities

1. All software installed on Northwest LTC owned or operated computer systems used by faculty members, staff members, or students in the conduct of Northwest LTC business must be appropriately licensed.
  - 1.1. For software having a licensing agreement, those installing it or authorizing the installation of the software, should be familiar with the terms of the agreement. Where feasible, the licensing agreement should be maintained in the department that operates the system on which the software is installed
  - 1.2. In cases where this is not feasible, individuals or departments should maintain sufficient documentation (e.g., End User License Agreements, purchase receipts, etc.) to validate that the software is appropriately licensed.
  - 1.3. No software may be copied or installed by any faculty member, staff member, or student unless the licensing agreement specifically grants such a procedure.
  - 1.4. Third party copyrighted information or software that Northwest LTC does not have specific approval to store and/or use, must not be stored on Northwest LTC systems or networks. System administrators will remove such information or software unless the involved users can provide proof of authorization from the rightful owner(s).

1.5. For instances in which the department is the owner-custodian or custodian of the system hosting the software, the department is responsible for ensuring compliance with this policy.

1.6. From time to time, the IT Department will perform scans on the network to ensure there is no unapproved software on any computer.

**Non Compliance**

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries, termination of business relationships for contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion for students. Additionally, individuals are subject to loss of Northwest LTC Information Resources access privileges and civil and criminal prosecution.

**Policy Reference:** LCTCS Policy # 7.007 Software License Compliance

Approved:



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