

Administrative Polices and Procedures			
SUBJECT: Software Policy			IS 13.20
Effective Date: 03 May 1994	Revision Date: February 2002	Revision #: 1	Page: 1 of 1
Authority: Town Manager		Information Systems Director:	
Revises Policy: PC - 13.20			

I. PURPOSE

The unlicensed duplication of any software is illegal and can expose the Town and individual employees to civil and criminal liability under current federal copyright laws. This establishes the Town's policy regarding the installation and use of all software on Town equipment.

II. SCOPE

This policy applies to all Town employees, full-time, part-time, contract or otherwise and Town volunteers who use Town resources.

III. POLICY

The unlicensed duplication of any software is illegal and strictly prohibited on Town equipment. Employees, vendors, contractors, and volunteers are prohibited from copying any program installed on Town equipment for any purpose, without first obtaining a license for the additional copy of the software. Installing software on any equipment without first obtaining a proper license is prohibited. The Town does not tolerate any employee, contractor, or anyone making unauthorized copies or installations of software. Anyone found copying and/or installing software illegally shall be subject to disciplinary action up to, and including termination.

All software procurements and installations shall be performed by, or under the direct supervision of Information Systems staff.

IV. DEFINITIONS

Pirated Software: Any software that is copied in violation of the federal copyright laws or the allowances established by the software manufacturer and set forth in their software license agreements.

V. PROCEDURES

Information Systems shall perform or direct the procurement, installation, and inventory of all software for the Town. All software licenses shall be forwarded to Information Systems identifying the equipment asset number(s) where the software has been installed.

VI. RESPONSIBILITIES

Each employee is responsible for compliance with federal and state laws regarding copyrights.

Information Systems periodically, and randomly, conducts audits of equipment and installed software.

Employees shall be required to provide proof of licensing of installed software where no previous proof of purchase or licensing exist. If proof of licensing cannot be obtained the department will be required to: 1) immediately remove the unlicensed software; 2) purchase a copy of the software if the department deems it essential to their operation.

I have read, understand, and accept the Town of Jupiter's Software Policy (IS 13.20).

Signature _____

Date _____



TOWN OF JUPITER

