

**TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE**

PROCEDURE NUMBER: 4-4-1010.2

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TITLE: Copyrighted Computer Software and Electronic Materials

**RELATED POLICIES
AND PROCEDURES:**

4-4-1031, Acceptable Use of Information Technology
Resources Policy

4-4-1031.1, Acceptable Use of Information Technology
Resources Procedure

4-4-1011.1, Computer Hardware and Software Standards

**ADMINISTRATIVE
RESPONSIBILITY:**

Vice President for Business Affairs

July 1, 2005

April 5, 2021

March 7, 2018

**DATE APPROVED BY
PRESIDENT**

DATE LAST REVIEW

DATE LAST REVISION

All software installed on Tri-County Technical College computer systems, file servers and workstations shall be properly licensed. Exceptions to full licensure will be permitted only with written permission from the copyright holder for use and/or distribution of the software. Downloading copyrighted material from the Internet using College-owned computer systems, file servers or workstations is prohibited beyond "fair use" guidelines as stipulated in Policy 1-8-1010, Reproduction of Copyrighted Print and Non-Print Materials.

1. Copyrighted Computer Software

- 1.1. Information Technology is responsible for ensuring that only legally licensed software is installed on computer systems, file servers and workstations owned by the College. Users who download or otherwise install copyrighted computer software are responsible for reviewing and adhering to software licensing agreements and following the Tri-County Technical College Computer hardware and software procedure 4-4-1011.1.

Approved by ES 4/5/2021

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- 1.2. To ensure only legal use of copyrighted software, a record will be kept for all copyrighted software installed on all College-owned computer systems, file servers and workstations as follows:
 - 1.2.1. The Information Technology Division shall maintain a record of standard copyrighted software installed on computer systems, file servers and workstations. Such software would include operating systems, anti-virus protection, internet browsers, and institutional office management applications.
 - 1.2.2. Information Technology shall establish a process for maintaining a record of copyrighted software specific to an employee, office, unit, or division.
 - 1.2.3. The record system for both (1.2.1) and (1.2.2) above shall include the following:
 - 1.2.3.1. Identification of equipment on which software packages covered by single and multiple-user licenses have been installed
 - 1.2.3.2. Original software license delivered with software
 - 1.2.3.3. Copy of original purchase order
- 1.3. All installed software and stored data on College-owned computer systems, file servers and workstations is subject to inspection at any time.
- 1.4. All duplication of software will be governed by the manufacturer's licensing agreement.
2. Electronic Materials
 - 2.1. The use of copyrighted material accessed through the Internet or other electronic means is prohibited beyond "fair use" guidelines as described in College procedure 1-8-1010.2, Reproduction of Copyrighted Non-print

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Materials. Among other restrictions, “fair-use” does not apply to use beyond that which is associated with instruction, research, or other legitimate business-related purposes.