

Subject: COMPUTER SOFTWARE MANAGEMENT

Date: May 17, 2017

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Replaces Policy Dated: October 10, 2001

PURPOSE: The purpose of this policy is to outline employee responsibilities for the proper, secure, and lawful use of Pinal County Computer Software.

APPLICATION: This policy applies to all full time, part time, and temporary employees of Pinal County excluding Superior Courts personnel as well as, contractors and third parties that are granted access to Pinal County Computer Systems.

DEFINITIONS

Software: Computer instructions or data; anything that can be stored electronically is software. A piece of software is also known as a program.

Bundled Software: Software that is purchased as a set and is licensed together.

Software License: A legally binding agreement in which one party grants certain rights and privileges to another. In the computer field, a software publisher will typically grant non -exclusive rights (license) to a user to use one copy of its software and prohibit further copying and distribution of that software to another user.

Storage Media: Disk, diskette, CD-ROM, any media that can hold data or programs.

Archive: Software moved from the current location and placed in a separate file, which can be accessed by the Information Technology Department.

POLICY

GENERAL RESPONSIBILITIES: The Policy of Pinal County is to manage its software assets in such a manner as to derive maximum benefit to Pinal County and its employees, and especially to ensure that Pinal County and its employees:

- Maintain only legal software on Pinal County's computers and computer networks.
- Acquire, reproduce, distribute, transmit, and use computer software in compliance with international treaty obligations and United States laws.
- All software is protected under United States copyright laws from the time of its creation. Pinal County has licensed copies of computer software from a variety of publishers to help fulfill its mission. Unless otherwise provided in the software license, duplication of copyrighted software, except for backup and archival purposes, is a violation of this Policy.

- Employees may not knowingly use software for which Pinal County lacks the appropriate license. If you become aware of the use or distribution of unauthorized software in this organization, notify your supervisor or the Information Technology Department.
- No Employee may loan or give to anyone any software licensed to this Organization. The licenses for some of this organization's software permit employees of the organization to make a copy of the software for home use. The Information Technology Department may approve such use by employees that can demonstrate a need to conduct the organization's business from their homes. Under no circumstances, however, may an employee use the organization's software for purposes other than the business of this organization.
- No employee may use or distribute personally owned software on County computers or networks. Such software threatens the integrity and security of the organization's computers and networks.
- A variety of software is available on the Internet. Some of this software, called "freeware" or "shareware," is available free of charge for limited use, other software available on the Internet and from other electronic sources, however, requires the user to obtain a license for its use, sometimes for a fee. No employee shall download any software to his or her computer without the prior written approval of the Information Technology Department.

THE SOFTWARE ASSET MANAGEMENT PROCESS

Pinal County is committed to managing its software assets for maximum benefit to the organization and its employees. The process consists of three areas of focus: (1) Creating an environment in which the process will succeed, (2) Reviewing the software assets residing on the organization's computers, and (3) Acting to correct breaches in policy and the law, keep the Policy and its procedures current, and prevent future breaches.

Pinal County will strive to create an environment for success by communicating this policy; educating employees about their responsibilities; training employees in the software supported by this organization; identifying and modifying as necessary the software employees need to fulfill their job responsibilities; establishing a secure repository for original storage media, software licenses, and software documentation; and requiring that all software be procured through official and clearly defined procedures.

As part of this organization's software management process, the Information Technology Department shall conduct periodic, random reviews of all organization computers and networks to determine the software resident on such systems and whether the organization has the appropriate licenses for all such software. The Information Technology Department may ask Employees to complete a Software User Survey. This Survey will be used to determine your existing and future use and need of particular software programs.

Employees will be held responsible for the existence of any software on their computer for which the organization lacks the appropriate licenses and will be subject to disciplinary actions up to and including termination.

SOFTWARE PROCUREMENT AND INSTALLATION PROCEDURES

All requests for software and software upgrades shall be submitted to the Information Technology Department.

All acquisitions of hardware that include bundled software shall be documented and identified to the Information Technology Department, who will coordinate with the Purchasing Department to verify that the acquiring department has an appropriate license for the use of such bundled software.

The Information Technology Department shall designate those employees authorized to install software on the

County's computers.

No employee shall install or distribute software for which the County lacks the appropriate license.

No employee shall install any software upgrade on a computer without prior written approval from the Information Technology Department, and verification that the original version of the software resides on that machine. The Information Technology Department or designated employee shall destroy the original version's backup copy of the upgraded software in its place.

The Information Technology Department shall destroy all copies of software that are obsolete or for which the County lacks the appropriate license. Alternatively, the Information Technology Department may obtain the license(s) necessary to ensure unauthorized software on County's computers is compliant with all licensing regulations.

The Information Technology Department will establish and maintain a record keeping system for software licenses, hardware, original CD-ROMs and diskettes, user information, and review information. This information will remain in a secure, central location.

PROCEDURES: All employees shall be provided with a copy of this Computer Software Management Policy during new hire orientation.

If a violation of this policy occurs or is suspected, the appointing authority or designee should document the circumstances, confirm with the Director of Information Technology that a violation has occurred, report incidents to the Human Resources Department, and initiate appropriate disciplinary action.

FORMS: The Pinal County Computer Software Management Policy Acknowledgment.