

Computer Software Policy

1. Independence Community College licenses the use of computer software from a variety of outside companies. Independence Community College does not own this software or its related documentation and unless authorized by the software developer, the institution does not usually have the right to reproduce it except for backup purposes, and fair use.
2. With regard to Client/Server and network applications employees shall use the software only in accordance with the license agreements.
3. Employees shall not download or upload illegal software over the Internet.
4. Employees learning of any misuse of software or related documentation within the College shall notify the Department of Information Technology.
5. According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. Independence Community College does not condone the illegal duplication of software. Employees who make, acquire, or use illegal copies of computer software shall be disciplined as appropriate following the guidelines set forth in the Network Acceptable Use Policy and / or the appropriate employee Handbook. In addition, violations of the Computer Software policy could result in a suspension of the individual/s computer account and access to Independence Community College resources.
6. Any doubts concerning whether any employee may copy or use a given software program should be raised with the Department of Information Technology before proceeding.

I am fully aware of the software use policies of Independence Community College and agree to uphold those policies.

Signature

Date