

Software Usage Policy Template

This template is to accompany the article:

“The Software Usage Policy - An Indispensable Part of Your SAM Toolbox”

The full article can be found here:

<http://www.itassetmanagement.net/tag/policy-template/>

If you have any experiences about implementing or enforcing a software usage policy or you wish to share suggestions for improvements to this policy please contact me.

<http://www.itassetmanagement.net/contact/>

Notes

- This document is intended as a guide and starting point only and does not represent a legal document. The aim is to provide you a baseline in which to build upon.
- It is based on sources and information reasonably believed to be accurate as of the time it was created. Therefore, the completeness and current accuracy of the information provided cannot be guaranteed. The end user of this information should therefore use the contents of this document as a general guideline and not as a legal document.
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Regards,

Martin Thompson

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<Organization Name> Software Usage Policy

POLICY PURPOSE

The purpose of the <Organization Name> Software Usage Policy is to ensure that <Organization Name> employees are properly trained on appropriate procedures surrounding safe and legal use of company-owned software. Furthermore, this policy is intended to discourage inadvertent (or deliberate) violations of the terms of our organization's software license agreements and applicable laws when installing and/or using software on computers owned by <Organization Name> or private computers used to perform work related to <Organization Name>.

BACKGROUND

<Organization Name> purchases and licenses software from a variety of sources. Any duplication of software except as permitted by related license agreements is a violation of <applicable federal law> and is therefore prohibited.

Installing unauthorized software on a computer system, workstation, or network server within <Organization Name> can lead to potential system failures, system degradation or viruses. Unauthorized installations also place <Organization Name> and its employees at risk for civil and criminal action, which can result in punitive measures imposed on all involved parties. The installation of unauthorized or illegal software carries civil fines of up to \$150,000 per copy of unlicensed software and criminal penalties of up to \$250,000, or a five-year jail sentence, or both.

<Organization Name> employees that use computer systems for work-related purposes must therefore agree to the following conditions for the use of software:

- To purchase, install, and/or use only software that has been authorized for use on <Organization Name> computers.
- To obtain proper documentation for all work-related software purchases.
- To abide by the terms of all license agreements as they pertain to the use of software on <Organization Name>-issued computers, as well as on "at home" or personal computer systems used for <Organization Name>-related work.
- Not to reproduce or duplicate software, in any way, except as provided by the license agreement between <Organization Name> and the software manufacturer.

SOFTWARE USAGE POLICY

1.0 Authorized Software

Only software authorized by **<Organization Name>** may be purchased, installed, or used on **<Organization Name>**-issued computers.

Personal software, or software that an employee has acquired for non-business purposes, may not be installed on **<Organization Name>**-issued computers. The only software permitted for installation on **<Organization Name>** computers is authorized software for which **<Organization Name>** has been granted a license.

* Note: You will find an updated list of both authorized and unauthorized applications by clicking on the links below:

[Authorized applications](#)

[Unauthorized applications](#)

2.0 Software Purchases

Only software on the “authorized applications” list may be purchased by **<Organization Name>** employees. If you wish to purchase an authorized application, the following procedures must be adhered to:

1. A copy of the software license must be provided to **<department name>** for completion of registration and inventory requirements.
2. Licenses must be registered in the name of **<Organization Name>** and not in the name of an individual end-user.

* Note: If you wish to purchase software that is not on either the “authorized” or “unauthorized” list, you must fill out a software request form, located here: **<file path>**. If approved by **<department name>**, the software will subsequently be placed on the “authorized” list.

3.0 Duplication of Licenses

Software shall not be duplicated, reproduced, or installed on more than one machine without prior written authorization by **<individual or department>**.*

If a software license states it is eligible and approved for home use**, the following conditions must be adhered to:

- Use of the software is limited to **<Organization Name>** business.
- The software must be removed from the computer if the individual is no longer employed by **<Organization Name>**.

* Most software is licensed for use on one computer at a time with a provision for making a single backup copy of the software, but in order to protect individual employees and **<Organization Name>**, written consent to do so must be obtained by **<department name>**.

** Most software licensed to **<Organization Name>** cannot be run on home and work computers simultaneously. Some software vendors, however, permit employees, who are licensed to use the product at on work-issued computers and on a “home” computer under certain limited conditions. **<Organization Name>** has no specific policies prohibiting such use, assuming it is permitted under the terms of the license agreement.

4.0 Retirement or Transfer of Licenses

The following rules apply when a license or licenses are replaced by newer versions or are being transferred from one user to another:

- Licenses may not be uninstalled from one user’s machine and re-installed on another user’s machine without written permission from **<individual or department>**.*
- All software and documentation for releases or versions that have been replaced by newer versions are to be returned promptly to **<individual or department>**.
- All software and documentation for those products no longer required should be returned promptly to **<individual or department>** and the software must be uninstalled promptly from the computer.

* In most cases, software licenses are *not* transferable without prior authorization from the vendor. This is especially important as it relates to the disposition of previous releases and the disposition of software licenses that have been upgraded. For example, it is almost always a violation of the license agreement to give anyone an older version of Microsoft Windows after receiving a Microsoft Windows upgrade. Even if a new license (not an upgrade) has been obtained, it may be *still* be a violation of the license agreement to give the old copy to another person. Under some conditions, **<Organization Name>** may have rights to transfer software from one user to another. **<Individual or department name>** will review license agreements and limitations for each software product, and if appropriate, authorize acceptable transfers of licenses.

5.0 Computer Reassignment

The following rules apply when a computer is being transferred from one user to another:

- The computer reassignment must be authorized by the **<appropriate individual or department>**
- The intention to transfer the computer must be reported to **<appropriate individual or department>** at least 72 hours in advance to allow for proper documentation.

- If, after the transfer, both users are using the software, an additional license must be obtained according to the guidelines specified above.

MONITORING

To ensure adherence to the software usage policy and related federal laws and statutes, **<Organization Name>** reserves the right to monitor software installations and usage all computers owned by **<Organization Name>**, as well as any privately-owned computers when used to conduct **<Organization Name>**-related business.

FAILURE TO COMPLY

There are no exceptions to this policy. Any employee found violating this Software Usage policy in any manner is subject to disciplinary action (in conformance with **<Organization Name>** disciplinary policies) including possible termination of employment, and/or legal action.

SIGNED AGREEMENT

There are no exceptions to this policy. Any employee found violating this Software Usage policy in any manner is subject to disciplinary action (in conformance with **<Organization Name>** disciplinary policies) including possible termination of employment, and/or legal action.

I, _____ (print name) have read the **<Organization Name>** Software Usage policy, dated _____ (print date). I understand it and agree to abide by it.

Signed,

_____ (signature)