

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 7.007

Title: Software License Compliance

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With this policy, the Board of Supervisors establishes a practice by which colleges of Louisiana's Community and Technical College System (LCTCS) will develop a college level software license compliance policy. These policies are to be designed to support the individual operational structures/constraints of our colleges. These policies will be designed to identify responsible parties for conducting audit practices and executing compliance standards and operations; this policy serves as the guideline for ensuring LCTCS campuses are in software compliance.

BACKGROUND:

Non-compliance with software licensing provisions can bring about significant risk and liability for LCTCS colleges. External software audits to identify non-compliance are not uncommon, and the cost to LCTCS colleges, if found in breach, can be considerable.

It is very important that LCTCS colleges have robust processes to ensure that they have the necessary and appropriate licenses for all the software they use and that they are abiding by the conditions of use stipulated in the licenses. Failure to do so puts the college at significant risk of legal action and substantial penalty.

DEFINITIONS:

Software Licensing - is a legal instrument governing the use or redistribution of software.

PROCEDURES AND RESPONSIBILITIES:

1. Each college must publish a software licensing compliance policy that includes, at a minimum, the following elements. Colleges may enhance their college level policy to further define controls or requirements based on institutional structures and/or resources.
 - 1.1 All software installed on networks/workstations of campuses whom are a member of the LCTCS that are used by faculty members, staff members, or students in the conducting of college business must be appropriately licensed.
 - 1.1.1 For software having a volume licensing agreement, those installing it or authorizing the installation of the software, should be familiar with the terms of the agreement. Where feasible, the licensing agreement should be

maintained by the college IT department, designated area or department/division.

1.2 No software may be copied or installed by any faculty member, staff member, or student unless the licensing agreement specifically grants such a procedure. Software installation will be conducted by a member of the IT staff or designated personnel.

1.3 Third party software that LCTCS colleges don't have specific software licensing for must not be stored on college systems or networks. System administrators will remove such software unless the involved users can provide proof of authorization from the rightful owner(s).

1.4 For instances in which the department is the owner-custodian or custodian of the system hosting the software, the department is responsible for ensuring compliance with this software licensing compliance policy.

1.5 College IT departments, custodians of record or designees will develop and implement a schedule to perform inventories on installed software to ensure there is no unapproved software on any computer.

1.6 The college software license compliance policy must include a section outlining ramifications for noncompliance with the policy.

2. Each college will provide the results of their annual inventory to the LCTCS board office.