**TECHNOLOGY POLICIES**

**SECTION 1: TECHNOLOGY**

**POLICY 5: SOFTWARE**

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| **Policy Rationale** | This policy sets expectations, obligations and acceptable use practices for purchasing computer software for the [organisation].  It ensures that all computer software and technology services purchased for [organisation] are appropriate, provides value for money and does not affect the integrity of the [organisation]’s local area network. |
| **Policy** | Software Purchase  * The purchase of all software must adhere to this policy * All purchased software must be purchased by [insert relevant job title here]. * All purchased software must be purchased from [insert relevant supplier’s names or the words ‘reputable software sellers’ here] * All purchases of software must be supported by [insert guarantee and/or warranty requirements here] and be compatible with the organisation’s Infrastructure Architecture * Where possible it is recommended to purchase cloud software or Software as a Service * Any changes from the above requirements must be authorised by [insert relevant job title here]  Obtaining open source or freeware software Open source or freeware software can be obtained without payment and usually downloaded directly from the internet.  If open source or freeware software is required:   * Firstly, provide a valid business reason as to why the software is needed * Secondly, seek approval from[insert relevant job title here], which must be obtained prior to the download or use of such software   All open source or freeware software must be compatible with the organisation’s Infrastructure Architecture.  Any change from the above requirements must be authorised by [insert relevant job title here].  **Use of Software**   * All computer software copyrights and terms of all software licences will be followed by all employees of the organisation. * Where licensing states limited usage (i.e. number of computers or users etc.), then it is the responsibility of [insert relevant job title here] to ensure these terms are followed. * [insert relevant job title here] is responsible for completing a software audit of all hardware twice a year to ensure that software copyrights and licence agreements are adhered to.  Software Installation  * All software must be appropriately registered with the supplier where this is a requirement. * [Organisation Name] is to be the registered owner of all software. * All software installation is to be carried out by [insert relevant job title here] * A software upgrade shall not be installed on a computer that does not already have a copy of the original version of the software loaded on it.  Software Usage Prior to the use of any software, the employee must receive instructions on any licensing agreements relating to the software, including any restrictions on use of the software.  All employees must receive training for all new software relevant to their role. This includes new employees to be trained to use existing software appropriately. This will be the responsibility of [insert relevant job title here]  All software must be kept up to date and users of the software must ensure their software is kept up to date, or inform [insert relevant job title here]  When software updates are required.  Employees are prohibited from bringing software from home and loading it onto the organisation’s computer hardware unless approved by [insert relevant job title here]  Unless express approval from [insert relevant job title here] is obtained, software cannot be taken home and loaded on an employees’ home computer  Where an employee is required to use software at home, an evaluation of providing the employee with a computer should be undertaken in the first instance. Where it is found that software can be used on the employee’s home computer, authorisation from [insert relevant job title here] is required to purchase separate software if licensing or copyright restrictions apply.  Where software is purchased in this circumstance, it remains the property of the organisation and must be recorded on the software register by [insert relevant job title here]  Unauthorised software is prohibited from being used in the organisation. This includes the use of software owned by an employee and used within the organisation.  The unauthorised duplicating, acquiring or use of software copies is prohibited. Any employee who makes, acquires, or uses unauthorised copies of software will be referred to [insert relevant job title here] for [insert consequence here, such as further consultation, reprimand action etc.].  The illegal duplication of software or other copyrighted works is not condoned within this organisation and [insert relevant job title here] is authorised to undertake disciplinary action where such event occurs.  **Resources**  Link to[organisation] handbook |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date: |