Title:	Software License Compliance Policy
Effective Date:	07/20/2016
Last Revision Date:	N/A
Office:	Information Technology (IT)

Information Technology Software License Compliance Policy

<u>PURPOSE</u>

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

<u>SCOPE</u>

This policy applies to full-time employees, part-time employees, independent contractors, interns, consultants, suppliers, clients, and other third parties.

<u>POLICY</u>

In accordance with LCTCS Policy #7.007 Software License Compliance, all software installed on NTCC workstations must be appropriately licensed. 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, or department/division. 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.

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. Third party software that the College does not 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).

IT will conduct a yearly inventory of software and search for unknown/unapproved/unlicensed software on all College resources

Failure to comply with the requirements set forth in these policies may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee's evaluation, disciplinary procedures up to and including termination, and/or reimbursement to the College.

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
	NTCC Chancellor/Appointing Authority	07/20/2016	07/20/2016
	College Leadership Committee	07/20/2016	07/20/2016
	Academic Affairs Committee	07/20/2016	07/20/2016
	Information Technology Committee	07/20/2016	07/20/2016

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