



**Policy & Procedure No. 7.003  
Nunez Community College**

**Title: Software License Compliance**

**Effective Date: 11-9-2018**

**Last Revision Date: 2015**

**Cancellation:**

**Department/Office: Information Technology**

**PURPOSE**

Nunez Community College utilizes an array of software that contains explicit use licensing. This policy is designed to identify responsible parties for conducting audit practices and executing compliance standards and operations; this policy serves as the guideline to ensure Nunez is in compliance with the LCTCS software compliance policy.

**SCOPE**

This directive applies to all software that is owned by Nunez, licensed to Nunez, or developed using Nunez resources by employees or vendors.

**POLICY**

***Background:*** Non-compliance with software licensing laws can bring about significant risk and liability to Nunez. External software audits to identify non-compliance are not uncommon, and the cost to the college, if found in breach, can be considerable.

It is very important that Nunez has a robust process to ensure that all necessary and appropriate licenses for all software that is used to being adhered to as stipulated by the licenses. Failure to do so puts the college at significant risk for legal action and substantial penalty.

***Definitions:***

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

Information Technology Director or designee Responsibilities:



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The IT Director or designee will:

1. Maintain records of software license owned by Nunez Community College;
2. Periodically (at least annually) scan College computers to verify that only authorized software is installed; and
3. Remove any unauthorized software installed on campus computers.
4. Conduct quarterly software audits of campus systems
5. Report findings to the board office as referenced in the LCTCS Software Compliance Policy 7.007.

### Employee Responsibilities

Employees shall not:

1. Install software, unless authorized by the Information Technology department. Only software that is licensed to or owned by Nunez is to be installed on Nunez computers;
2. Copy software, unless authorized by the Office of Information Technology; or
3. Download software, unless authorized by the Office of Information Technology.

### Civil Penalties

Violations of copyright law expose Nunez and the responsible employee(s) to the following civil penalties:

- Liability for damages suffered by the copyright owner
- Profits that are attributable to the copying
- Fines up to \$250,000 for each illegal copy



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**Criminal Penalties**

Violations of copyright law that are committed “willfully and for purpose of commercial advantage or private financial gain (Title 18 Section 2319(b))” expose the College and employee(s) responsible to the following criminal penalties:

- Fines up to \$250,000 for each illegal copy
- Jail terms of up to five years

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Office of Information Technology	10-2018	11-9-2018
X	College Compliance Committee	11-2018	11-9-2018
X	Chancellor’s Council	11-9-2018	11-9-2018

*Policy Referenced: LCTCS Policy #7.007*

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***Chancellor’s Signature/Approval***

SIGNATURE: 

DATE: 11-15-18

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Tina M. Tinney, Ed.D.  
Chancellor