



Office of the City Auditor Policies and Procedures

Number: 5.2.1

Title: Legal Software

Original Date:

Revision Date:

Approved By:

01/27/1994

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I. Policy

- A. The Office of the City Auditor prohibits the use of illegal software under any circumstances. An original Master disk or license must be in the Software Library for each copy of an application that is loaded on a drive or floppy disk.
- B. The Computer Group shall encourage placement of all software onto the network in order to facilitate access while minimizing expense and risk of liability.

II. Purpose

To organize a procedure for staff to gain access to software, as well as establishing a system for use of City owned, and personal software, in compliance with existing copyright laws.

III. Definitions

- A. **Illegal software** is software that is in use without a license agreement properly purchased or obtained through legitimate means.
- B. **Personal software** is software owned by the individuals in the office. Use of personal software is permitted if it is legally owned.
- C. **Master disks** are the program originals that are purchased from the software manufacturer.
- D. **Software Library** refers to the locked storage area where all office-owned software will be kept.

- E. **Back-ups of master disks** are the copies of the originals that are to be kept on file in the software library.
- F. **Freeware** is legal, uncopyrighted software that can be traded openly. (i.e. MeanScreen)

IV. Procedures

- A. In the event that staff members need a software program that is not on their hard drive, they can go to the machine that has the program or boot that program from over the network.
- B. The original Master Disks are to be duplicated *once* and then locked with the tab slide open to prevent accidental alteration or erasure. The originals are to be locked up in the Software Library. Duplicates are to be marked as "Backup" copies and copied to the "Public Machine" for network accessibility. These disks will then be placed with the originals in the locked Software Library.
- C. If the need arises repeatedly for a particular piece of software, then the staff member can file a request with the computer group to obtain a copy permanently located on his or her hard drive. Any software designated to an individual will have that person's name taped to the Master Disk.
- D. "Freeware" is permitted, but should be checked to ensure compatibility (i.e. make sure it won't cause system crashes)

V. Responsibilities

- A. Each office member is responsible for the software being used in his or her office, except when the computer is being used by someone else, especially in the event of an auditor's absence.
- B. The Computer Group is responsible for taking inventory in the Software Library, backing-up and filing new software in the library, and spot-checking compliance with copyright laws. The Computer Group is also responsible for approving the use of Freeware and personal software.