
COMPUTER SOFTWARE COPYRIGHT PROTECTION

It is the Administrative procedure of the Southwestern Oregon Community College District that the College will adhere to copyright laws and comply with license agreements and/or policy statements contained in the computer software packages owned or leased by the college.

1. Under no circumstances shall illegal copies of copyrighted software be made or used on college equipment.
2. College employees will be informed that they are expected to adhere to the College's software copyright procedure.
3. The College President, the Vice President of Administrative Services, or the Executive Director of Integrated Technology are designated as the only individuals who may sign license agreements for software used within the College.
4. A back-up copy of software is permissible in order to archive the original to help prevent the loss of software due to disk damage or virus attacks.
5. One copy of a software package may not be installed on more than one computer unless covered by a license agreement.
6. Users may examine a software package, currently in use at the College, for a period not to exceed 30 days to determine the desirability of purchasing the software. After the trial period the user will remove the software.

Approved January 22, 1996

Revised March 4, 2009

Reviewed January 10, 2013 (Formerly Admin Policy 4.006)