

Draft 6.6 Software License Policy

Purpose:

This policy outlines the terms and conditions under which software can be used within a company, as well as the rights and responsibilities of both the company and its employees.

Scope:

This policy applies to all employees.

Definition of Software: Software is a set of instructions or programs that tell a device what tasks to perform. It can be divided into two main categories: system software, which manages the device's hardware and provides a platform for other software to run on, and application software, which is designed to perform specific tasks.

All software must be authorized or acquired by the company's IT department or authorized vendor.

Employees are prohibited from purchasing or installing software without prior approval or acquisition.

Software must only be installed and used on company-owned or approved devices and must not be installed on personal devices without prior approval.

All software must be used in compliance with its license agreement, and employees must adhere to all restrictions and requirements outlined in the agreement.

Unauthorized use, reproduction, distribution, or modification of software is strictly prohibited, and may result in disciplinary action.

Employees must report any unauthorized software installations to the IT department immediately.

Any third-party software used by the company must be vetted and approved by the IT department before use.

To prevent security risks, software that is no longer authorized by the IT Department will be removed.

The company reserves the right to conduct periodic audits to ensure compliance with this policy and software license agreements.