POLICY FOR THE USE OF SOFTWARE

Document ID	Policy for the Use of Software
Related Documents	Policy for Acquiring Software Technology Hardware Purchasing Policy
Date	16 December 2016
Date of Next Review	16 December 2018
Authorised by	Director of Accreditation, Compliance and Quality Assurance
Approved by	Executive Management Team [10 January 2017]
Version	1.0
Responsible Officer	ICT Manager
References and Legislation	

Contents

1. Purpose

This policy provides guidelines for the use of software for all employees within the College to ensure that all software use is appropriate. Under this policy, the use of all open source and freeware software will be conducted under the same procedures outlined for commercial software.

2. Scope

All students and employees who use or access APIC's technology equipment and/or services are bound by the conditions of this Policy.

3. Definitions

Item	Definition
	NIL

4. Software Licensing

All computer software copyrights and terms of all software licenses will be followed by all employees of the College.

Where licensing states limited usage (i.e. number of computers or users), then it is the responsibility of the Network Administrator to ensure that these terms are followed.

The ICT Manager is responsible for completing a software audit of all hardware once a year to ensure that software copyrights and licensing agreements are adhered to.

5. Software Installation

All software must be appropriately registered with the supplier where this is a requirement.

Only software obtained in accordance with the Policy for Acquiring Software is to be installed on the College's computers.

All software installation is to be carried out by the local Network Administrator/s.

6. Software Usage

Only software purchased in accordance with the Policy for Acquiring Software is to be used within the College.

Prior to the use of any software, the employee must receive instructions on any licensing agreements relating to the software, including any restrictions on use of the software.

All employees must receive training for all new software. This includes new employees to be trained to use existing software appropriately. This will be the responsibility of their line-manager to either provide the training or schedule the training with the relevant staff member.

Employees are prohibited from bringing software from home and loading it onto College computer hardware unless prior permission is granted by both the ICT Manager and the Dean.

Unless express approval from the ICT Manager is obtained, software cannot be taken home and loaded onto an employee's home computer

Where an employee is required to use software at home, an evaluation of providing the employee with a portable computer (laptop, tablet or the like) should be undertaken in the first instance. Where it is found that software can be used on the employee's home computer, prior authorisation from the ICT Manager is required to purchase separate software if licensing or copyright restrictions apply. Where software is purchased in this circumstance, it remains the property of the College and must be recorded on the software register by the local Network Administrator.

Unauthorised software is prohibited from being used at the College. This includes the use of software owned by an employee and used within the College.

The unauthorised duplicating, acquiring or use of software copies by staff of the College is prohibited.

7. Breaches of Policy

Where there is a breach of this policy by an employee, that employee will be referred to the ICT Manager for further consultation and training.

Where an employee is aware of a breach of the use of software in accordance with this policy, they are obliged to notify the ICT Manager immediately. In the event that the breach is not reported and it is determined that an employee knowingly failed to report the breach, then that employee will be referred to their line manager for further consultation or reprimand. Continual breach of this policy may result in an employee's employment being terminated.

8. Document Change Control

Version	Change Description	Date	Author
1.0	Placed in new policy format	16 December 2016	Corinne Green