



LOUISIANA DELTA

COMMUNITY COLLEGE

POLICIES & PROCEDURES

Title: Information Technology Software License Policy

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Department: Information Technology

Policy

In accordance with the Louisiana Community and Technical College System Software License Compliance Policy #7.007, Louisiana Delta Community College ensures that all software installed on any college network/workstation that is used by faculty, staff or students in the conducting of college business must be appropriately licensed.

Purpose

The purpose of this policy is to ensure that any software installed on LDCC network/workstation are licensed. Any software found on the network/workstation that is not licensed will be uninstalled.

Procedure

Accordingly, LDCC maintains the following requirements and administers the following procedures to ensure software license compliance:

- For software having a volume licensing agreement, those installing or authorizing the installation of such software must be familiar with the terms of the agreement. The licensing agreement must be maintained by the department serving as the owner custodian of the software.
- No software may be copied or installed by any faculty, staff or student at LDCC unless the licensing agreement specifically allows for this procedure.

- Software installation must only be conducted by an Office of Information Technology staff or other department/division staff as designated by the Office of Information Technology.
- Third party software for which LDCC does not have specific software licensing must not be stored on LDCC resources, systems or networks. The College's Office of Information Technology must remove such software if the involved users cannot provide proof of authorization from the rightful owner(s).
- For instances in which a specific department of LDCC is the owner-custodian or custodian of the system hosting the software, the department is responsible for certifying software license compliance upon acquisition or purchase and for ensuring compliance with this software licensing compliance policy throughout the software's use.
- The Office of Information Technology will annually inventory installed software in search of unknown/unapproved/unlicensed software on all college resources.
- It is the expectation of LDCC that all users of the College's computing resources and all representatives of the responsible parties should be familiar with the policies, requirements and expectations surrounding software license compliance.
- Misuse or negligence in ensuring the necessary and appropriate licenses for all software utilized by LDCC abides outside of the conditions of use stipulated in the license(s) is unacceptable. Sanctions for employees of LDCC violating this policy include a verbal or written warning, formal reprimand noted on employee's evaluation, disciplinary procedures up to and including termination, and/or reimbursement to the College.

Scope

Entire College community