

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Services

AR 6507 Copyright of Software

All district standard software will carry with it a site licensing agreement with the supplier. The software will be inventoried and metered by ITS using network software to ensure that the district will only use the quantity that we are paying for in the site license. District standard software that is to be loaded on a computer not using the district's network, will be checked out from the Customer Support Supervisor in ITS.

Software that is purchased for specialized use, whether for administrative, classroom, or lab use, must adhere to all copyright laws by only loading the legal number of copies of that software that we legally have licensed.

The manager in charge of the department that is using computers is responsible for implementing the necessary controls and to monitor the usage of software to ensure that the district is not put in jeopardy by improper use of software on district computers.

The manager in charge of the department will monitor that no one loads software to district computers without the express permission of the administrator in charge. Such permission may be given if it is shown that the software is legal and it is to be used for district business. Software, which has been loaded on a district computer, with the permission of the administrator in charge, will not be proliferated to other district owned computers.

The district's standards of conduct will be adhered to by all staff and students relating to copyright issues.

Any violations of copyright issues will be communicated to the manager in charge of the department for appropriate action.

Responsible Manager: Assistant Vice Chancellor of Information Technology Services

Revised: June 16, 2014 (Previously AR 3600)