

The Software Management Policy of The College

Executive Summary

Columbia College, The School of Engineering and Applied Science, The Division of Student Affairs, and The Center for Career Education (The College) encourage the use of computing and network resources to enhance and support the learning and working environment of The College's computing community. However, access to the computing and network environment is to be used in effective, ethical, and lawful ways that support the values of The College and the functions of its component units.

One aspect of establishing such an environment is the management of software assets to derive maximum benefit to the organization and its computing community. This document sets forth The College's policy on acquisition, use, and management of software.

Responsibilities of all Computing Community Members

The policy of The College is to manage its software assets to derive maximum benefit to the organization and its computing community and to ensure that all members of the computing community:

- Acquire, reproduce, distribute, transmit, and use computer software in compliance with international treaty obligations and laws of the United States of America.
- Maintain only legal software on The College's computer resources.

A software license is a type of proprietary or gratuitous license as well as a memorandum of contract between a producer and a user of computer software that specifies the perimeters of the permission granted by the producer to the user.

All software is protected under United States copyright laws from the time of its creation. The College has licensed copies of computer software from a variety of producers to help fulfill its mission.

Unless otherwise provided in the software license, duplication of copyrighted software, except for backup and archival purposes, is a violation of applicable laws and this policy.

You may not knowingly use software for which the organization lacks the appropriate license. If you become aware of the use or distribution of unauthorized software in this organization, you must notify your supervisor and the Executive Director of CCIT.

You may not loan or give to anyone any software licensed to this organization.

You may not install organizational software on a personal system without the authorization of senior management and appropriate licensing as per the Software Asset Management Process described herein.

No employee may use or distribute personally-owned software on the organization's computers or networks. Such software threatens the integrity and security of the organization's computers and networks.

A variety of software is available on the Internet. Some of this software, called "freeware" or "shareware," is available free of charge for limited use and may be used within the organization with approval and testing by CCIT to ensure the suitability of the software for use within the organization. No member of the College Computing Community should download such software to his or her computer prior to approval and testing for suitability.

Other software available on the Internet and from other electronic sources requires the user to obtain a license for its use, sometimes for a fee. No member of the Columbia College Computing Community shall download such software to his or her computer, but should instead follow the procedures detailed in the "Software Procurement and Installation Procedures" section of this policy.

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The Software Asset Management Process

The College is committed to managing its software assets for maximum benefit to the organization and its computing community. Columbia College Information Technology (CCIT) and its team members are charged with managing The College's software asset management process.

The process consists of the following areas of focus:

- **Creating an environment in which the process will succeed.**

The College will strive to create an environment for success by communicating this policy; educating computing community members about their responsibilities; identifying and modifying as necessary the software and permission set employees need to fulfill their job responsibilities; establishing a secure repository for original storage media, software licenses, and software documentation; and requiring that all software be procured through official and clearly defined procedures.

- **Reviewing the software assets residing on the organization's computers.**

As part of this organization's software management process, CCIT shall conduct periodic, random reviews of all organization computers and networks to determine the software resident on such systems and whether the organization has the appropriate licenses for all such software.

CCIT also shall conduct periodic, planned reviews, in which CCIT may ask you to complete a software user survey. This survey will be used to determine your existing and future use and need of particular software programs. Your cooperation with all reviews and Software User Surveys is greatly appreciated. CCIT will endeavor to conduct its work with the least possible disruption.

- **Acting to correct breaches in policy and the law, keep the Policy and its procedures current, and prevent future breaches**

You may be held responsible for the existence

of any software on your computer for which the organization lacks the appropriate licenses. Consequences for such unauthorized use of software are defined within the "Computing Guidelines of the College" policy available at the following URL:

<http://ccit.college.columbia.edu/>

The College and CCIT will work to maintain this policy and its procedures so as to prevent future breaches as per the "Commitment To This Policy" section of this document.

- **Controlling costs of acquisitions and avoiding costs of unnecessary software.**

CCIT shall work to identify planned software expenditures and pool purchases so as to control costs of acquisitions. CCIT shall also work to minimize the number of licenses acquired so as to maximize existing organizational investment in software assets. CCIT will identify and communicate to the Computing Community the software it currently supports as well as expected upgrades, substitutions, and disposals. Software will be managed on a systematic basis with a minimum of disruption.

- **Controlling software support costs**

By identifying current and future software needs, consolidating the base of software applications used in conducting the tasks of the organization, and controlling the lifecycle and support phases of various software applications, CCIT will seek to minimize software support costs across the organization and achieve the maximum return on the organization's investments.

- **Ensuring software quality, reliability, and suitability within The College Computing Environment.**

Before introducing software into the computing environment, CCIT will research and test the software to determine its suitability within The College Computing Environment with the goal of ensuring that all community members have tools needed to accomplish their tasks efficiently, tools that are adequate to task, and tools compatible with The College's Computing Environment.

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- **Avoiding legal challenges, penalties, and fines**

The College will seek to avoid legal challenges, penalties, and fines through this software asset management process. The software asset management process will generate a record of documentation necessary to avoid these costs. The record will include:

- A written statement of the organization's software policy;
- Evidence of acknowledgement and understanding of the policy, the management process, and Computing Community member responsibilities;
- A complete and current inventory of software assets; and
- Documentation of all actions taken in support of the management processes.

Software Procurement and Installation Procedures

All requests for software and software upgrades shall be submitted to Columbia College Information Technology (CCIT) via one of the request submission interfaces described at the following URL:

<http://ccit.college.columbia.edu/>

Any software and software upgrades not acquired by CCIT or purchased former to this policy shall be documented and identified to CCIT, who will verify that an appropriate license for the use of such software exists and suitability of the software within The Columbia Computing Environment.

All acquisitions of hardware that include bundled software shall be documented and identified to CCIT, who will verify that an appropriate license for the use of such bundled software exists. (e.g. OEM bundled operating system)

CCIT will store in a secure, central location all original software licenses, software media, and documentation upon receipt of all new software, including copies of completed registration cards.

CCIT will install all software on the organization's computers.

No member of The College Computing Community shall install or distribute software for which this organization lacks the appropriate license.

No member of The College Computing Community shall install any software upgrade on a computer that does not already have resident on it the original version of the software. CCIT shall destroy the original version's backup copy of the upgraded software in its place.

CCIT shall destroy all copies of software that is obsolete or for which the organization lacks the appropriate license. Alternatively, CCIT may obtain the license(s) necessary to maintain unauthorized software on organization computers.

CCIT shall establish and maintain a recordkeeping system for software licenses, hardware, original media, user information, and review information.

CCIT shall maintain this information in a secure, central location.

Commitment To This Policy

The organization is committed to communicating this policy with its computing community. The organization will:

- Include this policy statement in orientation materials provided to all new members of the computing community.
- Circulate reminders of this policy statement as well as updates to this policy statement to all members of its computing community on a regular basis (at least annually).
- Require new and existing employees whose responsibilities include the installation, maintenance, or oversight of information technology systems to acknowledge and sign this policy statement.
- Inform community members where they can get additional information on the policy and software theft prevention.

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If you have any questions concerning this policy or your obligations under it, you may direct them to Columbia College Information Technology at (212) 854-6360 or ccit@columbia.edu.

Acknowledgement of Understanding and Responsibility

Name

Signature

Date