



LARAMIE COUNTY GOVERNMENT

TITLE Software Usage and Copyright Protection	APPROVAL DATE 07/01/2003
SECTION Computer Systems	REVISION DATE 12/20/2008

The purpose is to clarify County policy concerning the use of software as it pertains to licensing agreements and the prevention of liability as related to copyright laws.

Software Replication, Installation, and Duplication

1. Unlicensed duplication or use of any software program is illegal.
2. Illegal software duplication may expose Laramie County and the duplicator to civil and criminal liability under copyright law.
3. In order to ensure the software publisher's copyright is not violated, no program will be copied onto a County computer, from a computer, the network, the internet, or any media or other source, without express permission from the Laramie County I.T. Department. This is to verify a license is held to cover such installation. In most cases, I.T. technicians accomplish all software installations, duplications, and other means of replicating software only after verifying valid licensing.
4. Software may not be transferred from one PC to another PC without the express consent of the Laramie County I.T. Department. All software must be accurately tracked to ensure licensing compliance.

Monitoring

1. Periodic scanning of all network drives, local network PCs, standalone PCs, and any remote PC that is owned by Laramie County will be performed without notice to ensure that all software has been properly licensed and assigned accordingly.
2. Personal computers that attach to Laramie County are subject to scanning of all traffic to and from the Laramie County network to ensure software is not being illegally installed, duplicated, or replicated.
3. Laramie County reserves the right to refuse connectivity to any person attempting to connect to the network who refuses to permit such monitoring.

Software Purchases

All software shall be purchased solely through the I.T. Department. This is to ensure proper legal and effective use of all licenses.

Hardware Purchases

All hardware purchases to be attached to the Laramie County Network, either directly or indirectly, shall be purchased solely by Laramie County I.T. to ensure standards and compatibility.

Enforcement of Policy

Any employee found illegally replicating, installing, or duplicating software, including to customers will be in violation of this policy. Violations of this policy will not be tolerated. Any employee with information of a violation of the software or hardware policy should report the incident immediately to a manager or the I.T. Department.