

CHAPTER:		DATE ADOPTED	NUMBER
ADMINISTRATION		August 10, 1999	218
Software Copyright Compliance			
SYNOPSIS:			
1	Purpose		
2	General Policy		
3	Compliance		
4	Legitimate Duplication		
1	Purpose: The Board acknowledges the need for protection of intellectual work and property of others. The following statement of policy and procedure is made with regard to, but not limited to, the use of computer software and other related works.		
2	General Policy: It shall be the policy of the Board that the unauthorized copying of any software (including operating systems, programs, applications, data bases, and code), which is licensed or protected by copyright, is a violation of U.S. copyright laws and will not be tolerated.		
3	Compliance: Failure of an individual to observe software copyrights and/or license agreements will not be tolerated by the College and may result in legal action by the copyright owner. The college is not financially or legally responsible for an individual's unauthorized and/or illegal copying or usage of computer software, regardless of the individual's intent. If asked to perform tasks which are possibly infringements of the copyright law, employees may refuse to perform these functions.		
4	Legitimate Duplication: Copies of software may be authorized provided: <ul style="list-style-type: none"> a. The copy is an essential step in the utilization of the software in conjunction with a machine and that it is to be used in no other manner, (i.e., copies into Random Access Memory [RAM]). b. The new copy is for archival purposes and that the archival copies are destroyed in the event that continued possession of the computer software should cease to be rightful. c. Copies may be made if explicit written permission is received from the copyright owner. 		