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| **Corporate Policies and Procedures** |
| **DEPARTMENT:** Administration | **POLICY #:** IT-03 |
| **POLICY:** Software Copyrights and License Agreements |
| **DATE OF ORIGIN:**Dec. 15, 2021 | **REVIEW DATE:**  |  **REVISION DATE:** | **APPLICABLE TO:** All Employees | **PAGE #:**1 of 1 |

**POLICY STATEMENT**

The Town of Deep River is committed to ethical and legal practices in using software, and establishes procedures and guidelines to prevent violations of software copyright law and license agreements by its users. Unauthorized copying of software is illegal; such activity by Deep River employees may incur a legal liability and harms the Town’s image, its reputation, its standing with the public, and affects all others employed by the Town.

**PROCEDURE**

1. All software installation on Town computers is executed or supervised by the IT Department**.**
2. Unless placed in the public domain, software is protected by copyright law and may not be duplicated or distributed for any reason without permission of the copyright owner.
3. Records of corporate software purchases or licensing, receipts, communications with software vendors, and vendor information are submitted to and maintained by the System Administrator, and proof of purchase must be submitted for software obtained through shareware distribution.
4. To determine the contents of the license agreement for a particular piece of software, contact the System Administrator, the respective Department Head, or the respective system administrator; also examine the ‘README’ files accompanying the software.
5. The Town reserves the right to monitor, limit, and / or remove any and all software used on its property and equipment. This applies to all servers, computers, laptops, fixed disks, and removable magnetic and optical storage media. Ensure that all software, including shareware and public domain software, is approved for use by the System Administrator and installed by System Administrator.
6. Contact the System Administrator if you have any questions regarding software use.