



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **CS-5                      Use of Licensed Computer Software**

**APPROVED:** October 20, 1994      **REVISED:** September 1, 1995  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** CS

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

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**OBJECTIVE:**      To establish guidelines for the use and purchase of computer software by the District.

**PROCEDURE:** Information Technology (IT) has been designated as the responsible unit to insure that the District, both ethically and legally complies with computer software copyright laws, and fully benefits from site licensing.

- I.      Computer software acquired by the District is usually licensed and protected under copyright laws. The licenses restrict how and where the software may legally be used. This applies to software installed on hard disks or software distributed on diskettes.
- II.     IT will review all purchases of computer software in an effort to reduce costs through site licensing.
- III.    IT will maintain information on installed computer software and maintain copies of all computer software site licenses.
- IV.    Some institutional licenses allow copying for certain purposes. Before copying or distributing software, consult with the IT about the use of a particular software product.
- V.     Copyright violations may be grounds for action against members of the institution or the institution itself.