



## EL PASO COMMUNITY COLLEGE PROCEDURE

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

### **CS-6 Purchasing Computer Software**

**APPROVED:** October 20, 1987      **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

**OBJECTIVE:** To establish guidelines for the process of purchasing computer software by the District.

**PROCEDURE:**

- I. Computer software purchased by the District may be protected by copyright laws and/or subject to vendor licensing agreements and restrictions.
- II. Computer software should not be used in any manner other than that which is designated in the appropriate licensing agreement.
  - A. Copyright violation may be grounds for action against members of the institution or the institution itself.
  - B. Violation of licensing agreements makes it difficult for the institution to negotiate agreements with software companies, making it more expensive for the District to purchase software.
- III. Upon purchase of software, it is important to read the license carefully.
  - A. Certain licenses restrict use to a specific computer.
  - B. It is not permitted to use software on two or more computers at the same time, unless the license specifically allows it.
  - C. It is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner.
  - D. If it is a purchased copy, however, it is permissible to make a back-up in case the original fails to work or is destroyed.
  - E. "Non-copy protected" software is not a permission to copy software to share or to sell. It is meant for making a back-up copy only.
  - F. Some institutional licenses permit copying for certain purposes, for example, classroom instruction.
  - G. Consult the Information Technology department for use of a particular software product.