



EL PASO COMMUNITY COLLEGE PROCEDURE

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

CS-6 Purchasing Computer Software

APPROVED: October 20, 1987
Year of last review: 2021

REVISED: September 1, 1995

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.