



## EL PASO COMMUNITY COLLEGE PROCEDURE

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

### **CS-7 Licensed Computer Software Standards**

**APPROVED:** July 18, 2005  
Year of last review: 2021

**REVISED:**

**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 purchase of licensed 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. Adherence to licensing agreements makes it easier for the institution to negotiate agreements with software companies, making it less expensive for the District to purchase software.
  - C. Upon purchase of licensed software, read the license carefully.
    1. Certain license agreements restrict use to a specific computer.
    2. It is not permitted to use software on two or more computers at the same time, unless the license specifically allows it.
    3. It is illegal to duplicate or distribute software or its documentation without the permission of the Copyright owner.
    4. It is permissible to make a back-up of purchased software in case the original fails to work or is destroyed.
    5. Non-copy protected software does not permit one to copy software to share or to sell.
    6. Use of any software is subject to the manufacturer's license agreement
- III. In the District's networked environment, the ability to share information is important. Common site-licensed software, particularly software used for word processing, spreadsheets, databases, network, and electronic mail, standardized across the College community, facilitates the ability to share information.
- IV. Standards should be determined when purchasing licensed computer software for departmental computers.
  - A. Certain academic or instructional programs require specialized software. It is important that specialized software needs are state-of-the-art in order to maintain compatibility with changes in industry and technology.

In addition, those areas that need assistive, adaptive, and/or augmentative technology software or hardware need to ensure that proper measures, techniques and standards are met.