

Software Usage - Policy

Ver 1.0



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1. Overview

Amar Ujala purchases software from a variety of sources. Any duplication of software except as permitted by related license agreements is a violation and is therefore prohibited. Installing unauthorized software on a computer system, workstation, or network server within the organization can lead to potential system failures, system degradation or viruses.

2. Purpose

The purpose of this Policy is to ensure that Amar Ujala employees are properly trained on appropriate procedures surrounding safe and legal use of organization-owned software. Furthermore, this policy is intended to discourage inadvertent (or deliberate) violations of the terms of our organization's software license agreements and applicable laws when installing and/or using software on computers owned by Amar Ujala or private computers used to perform work related to Amar Ujala.

3. Scope

To purchase, install, and/or use only software that has been authorized for use on Amar Ujala computers. To obtain proper documentation for all work-related software purchases and not to reproduce or duplicate software, in any way, except as provided by the license agreement between Amar Ujala and the software manufacturer.

4. Policy

4.1 Authorized Software

Only software authorized by Amar Ujala may be purchased, installed, or used on organization issued computers. Personal software, or software that an employee has acquired for non-business purposes, may not be installed on organization-issued computers.

4.2 Software Purchases

If you wish to purchase an authorized application, the following procedures must be adhered to:

- A copy of the software license must be provided to IT for completion of registration and inventory requirements.
- Licenses must be registered in the name of Amar Ujala and not in the name of an individual end-user.

Note: If you wish to purchase software that is not on either the “authorized” or “unauthorized” list, you must seek approval from the head of your department which would then be routed through IT.

4.3 Duplication of Licenses

Software shall not be duplicated, reproduced, or installed on more than one machine without prior written authorization by your Department Head and IT

If a software license states it is eligible and approved for home use, the following conditions must be adhered to:

- Use of the software is limited to Amar Ujala business.

- The software must be removed from the computer if the individual is no longer employed by Amar Ujala.

Most software is licensed for use on one computer at a time with a provision for making a single backup copy of the software, but in order to protect individual employees and Amar Ujala, written consent to do so must be obtained by the department.

Most software licensed to Amar Ujala cannot be run on home and work computers simultaneously. Some software vendors, however, permit employees, who are licensed to use the product at on work-issued computers and on a “home” computer under certain limited conditions. Amar Ujala has no specific policies prohibiting such use, assuming it is permitted under the terms of the license agreement.

4.4 Retirement or Transfer of Licenses

The following rules apply when a license or licenses are replaced by newer versions or are being transferred from one user to another:

- Licenses may not be uninstalled from one user’s machine and re-installed on another user’s machine without written permission from the IT department
- All software and documentation for releases or versions that have been replaced by newer versions are to be returned promptly to the IT department
- All software and documentation for those products no longer required should be returned promptly to the IT department and the software must be uninstalled promptly from the computer.

In most cases, software licenses are *not* transferable without prior authorization from the vendor. This is especially important as it relates to the disposition of previous releases and the disposition of software licenses that have been upgraded.

For example, it is almost always a violation of the license agreement to give anyone an older version of Microsoft Windows after receiving a Microsoft Windows upgrade. Even if a new license (not an upgrade) has been obtained, it may be *still* be a violation of the license agreement to give the old copy to another person. Under some conditions, Amar Ujala may have rights to transfer software from one user to another. IT department will review license agreements and limitations for each software product, and if appropriate, authorize acceptable transfers of licenses.

4.5 Computer Reassignment

The following rules apply when a computer is being transferred from one user to another:

- The computer reassignment must be authorized by the IT department
- The intention to transfer the computer must be reported to the IT department, at least 72 hours in advance to allow for proper documentation.
- If, after the transfer, both users are using the software, an additional license must be obtained by the respective department.

5. Policy Compliance

5.1 Compliance Measurement

The Infosec team of IT will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, remote monitoring, business tool reports, internal and external audits, and provide feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team of IT in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action as per Amar Ujala's policy

6. Definitions and Terms

Organization mentioned in the document means Amar Ujala.

7. Revision History

Date of Change	Responsible	Summary of Change
Nov 2014	IT Helpdesk Team	