

## **SOFTWARE POLICY**

### **PURPOSE**

In keeping with the copyright laws of the United States, the Student Media realize that installation of software requires the appropriate purchase of that software. Students working for the media also realize that there is little room for production machines to go down and all software on those machines should be properly tested.

### **POLICY**

Any software that the media has not purchased is illegal and shall not be installed.

- The media cannot and will not tolerate unlicensed software being installed on ANY computer at ANY time. Student Media professional staff members will maintain a record of all software owned by Student Media and will work to ensure that only licensed software is installed on any machine.
- If staff members require the purchase and installation of new software, they will work with the system administrator to purchase the required number of licenses, properly install the software, archive the original media and register the software for notification of upgrades and warranty.

### **Unlicensed software**

- Use of unlicensed software, including fonts and MP3 sound files, violates federal copyright law.
- The system administrator is obligated to delete illegal software or software for which there is no record of purchase.