State of North Carolina Department of Public Safety POLICIES & PROCEDURES	Division: ADMINISTRATION Chapter: INFORMATION TECHNOLOGY Policy: COPYRIGHT INFRINGEMENT
INFORMATION TECHNOLOGY	Issue Date: JANUARY 26,2013 Revised:

I. PURPOSE

To provide employees with guidelines for complying with software licensing agreements and the installation of unauthorized copies of commercial software on agency technology devices.

II. SCOPE

This policy applies to all employees, including permanent, contractual, and consultant employees who work for the Department of Public Safety and use the Department of Public Safety computing and networking resources. All users are expected to become familiar and comply with the guidance provided herein. Questions regarding this policy should be directed to the Department of Public Safety's Information Security Office.

Statutory and/or Regulatory Authority: State Information Security Manual; §147-33.110

Definition:
Software includes computer programs, systems, and the associated documentation that describes them. Examples include, but are not limited to, music and video files, operating systems, utilities, device drivers, and compilers.

III. POLICY

Unauthorized use of copyrighted computer software is a violation of federal copyright law, and a likely breach of this Department's license agreement with the software supplier. As a result, employees shall obey licensing agreements and shall not install unauthorized copies of commercial software on agency technology devices.

Copying software for any purpose other than making a back-up or archival copy is strictly prohibited unless prior written authorization has been obtained from the software manufacturer and appropriate Department of Public Safety officials.

Some license agreements restrict the use of software to certain equipment or devices. Unauthorized use of this software will be considered as unauthorized copying.

The department does not require, request or condone unauthorized copying of computer software by its employees and violation of this policy may subject employees to disciplinary and/or legal action.