STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY

OIT Policy 330

Software Use

POLICY NUMBER	OIT Policy 330-01
POLICY DATE	February 5, 2016
POLICY TITLE	Software Use
OBJECTIVE	It is essential that the State of Alabama manage its software assets to derive maximum benefit, and to ensure the State maintains a secure Information Technology (IT) environment. This starts with operating only legally licensed and vendor-supported software on State systems that access State networks, and keeping those systems updated. The objective of this policy is: 1. The State acquires, reproduces, distributes, transmits and uses computer software in compliance with international treaty obligations, and federal and state laws. 2. The State maintains and operates only legally Licensed and Supported Software on state-owned servers, computers, Personal Electronic Devices (PEDS), and computer networks. Software is protected under U.S. copyright laws from the time of its creation. The State licenses computer software from a variety of vendors to help fulfill its mission. Unless otherwise provided in the software license, duplication of copyrighted software, except for backup and archival purposes, is a violation of the U.S. copyright laws and this policy.
AUTHORITY	The authority of the Secretary of Information Technology to create and enforce policies relating to Information Technology is derived from the following legislation: *Code of Alabama, Sections 41-28-1 through 41-28-8, (Act 2013-68)*

TERMS AND DEFINITIONS

The terms and definitions listed below will further clarify and explain the terminologies used in this policy.

- Custom Software – Software that is developed for a specific user, a group of users, or for an organization. Typically, custom software does not require a license to use, but may require a maintenance agreement for modifications or upgrades.

- Employee – Individuals in the employment of the State of Alabama, to include contract staff.

- End-of-Support – This term refers to the time in a software product's lifecycle when the vendor no longer provides automatic fixes, updates, security patches, and other technical assistance.

- Freeware or Shareware – A variety of software typically available on the Internet that is available free-of-charge that can be downloaded to your computer. May also include other software available from other electronic sources; however, it may require the user to obtain a license for its use, sometimes for a fee.

- Licensed Software – Software for which the end-user or organization is granted permission to use one or more copies of software in ways where such a use would otherwise potentially constitute copyright infringement of the software owner's exclusive rights under copyright law.

- Personal Electronic Device (PED) – Any electronic device that requires software for its operation. Examples include, but are not limited to: laptops, notebooks, notepads, handhelds, and smart phones.

- Supported Software – Software products that receive automatic fixes, updates, security patches, and/or technical assistance from the vendor.

- Trial or Evaluation Software – Software products for which there is a specified timeframe in which the user has to evaluate the program before deciding to purchase. These may be either limited function versions of a program, or in some cases, fully functional versions of the program. .

- Unsupported Software – Software products that **no longer**, or never received automatic fixes, updates, security patches, and online technical assistance from the vendor.

APPLICABILITY AND SCOPE

The requirements and responsibilities defined in this policy apply to all departments, agencies, offices, boards, commissions, bureaus, authorities, and authorized individuals in the employment of the State (including contract staff) responsible for the management, operation, or use of State IT resources.

This policy shall not apply to counties, municipalities, the Alabama State Port Authority, or institutions of higher education governed by a separate board of trustees, unless these entities or institutions enter into cooperative agreements and/or contracts related to Information Technology efforts with the State, in which case they will be bound by this policy and the standards implementing its application and enforcement.

This policy shall not apply to employee-owned PEDs or Custom Software. The use of PEDs owned by individuals and Custom Software will be addressed in separate policies.

STATEMENT OF POLICY

It is the policy of the Office of Information Technology (OIT) that only Licensed Software and Supported Software products are allowed on any state-owned server, computer, PED, or other device that accesses the internet or any network used by the State.

AGENCY RESPONSIBLITIES

Agencies shall create and maintain safe and legal computing environments by promulgating this policy, which includes;

- Educating employees about their responsibilities;
- Training employees in the software supported by the organization;
- Identifying, modifying, and updating as necessary the Licensed and Supported Software employees need to fulfill their job responsibilities; and
- Establishing a secure repository for software licenses and software documentation.

Agencies shall monitor applicable vendors' software support cycles, to include identifying End-of-Support dates, and developing and implementing remediation plans ahead of those dates. Agencies shall report this information to the OIT when requested.

USER RESPONSIBLITIES

Users are responsible for familiarizing themselves with this policy and to abide by its content. All employees have the added responsibility to ensure State IT resources for which they are responsible for are protected from potentially harmful and malicious software. This responsibility is satisfied as follows:

- Employees shall not install or distribute software for which the state or agency lacks the appropriate, legally obtained license.
- Employees shall not use or distribute personally-owned software on any state-owned server, computer, PED, or computer network without prior written approval from the agency's IT Director, or his/her designed approval authority.
- Employees shall not load freeware, shareware, trial/evaluation software, or any other software product on any state-owned server, computer, PED, or computer network without prior written approval from the agency's IT Director, or his/her designed approval authority.

IMPLEMENTATION AND ENFORCEMENT

The Office of Information Technology, under the authority of the Secretary of Information Technology, will promulgate policies governing the use of Software.

SUPPORTING DOCUMENTS

Not Applicable.

EFFECTIVE DATE

This Policy shall be effective upon its approval by the Secretary of Information Technology, as evidenced by the signature of the Secretary being affixed hereto.

SUPERSEDES

This is the initial policy and does not supersede a previous version.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this State, declares this Policy to be adopted as of the 5th day of February, 2016.

JOANNE E. HALE, PhD
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
330-01	2-5-16	Initial version