KAY IVEY
Governor

STATE OF ALABAMA

OFFICE OF INFORMATION TECHNOLOGY

POLICY 330: Software Use

MARTY REDDEN
Secretary

VERSION NUMBER	Policy 330-02
VERSION DATE	July 9, 2020
POLICY TITLE	Software Use
OBJECTIVE	The objective of this policy is to ensure agencies are aware that only legally licensed and vendor-supported software is to be in operation on state information systems and to ensure state agencies acquire, reproduce, distribute, transmit and use computer software in compliance with international treaty obligations, federal and state laws, and enterprise and end-user license agreements.
AUTHORITY	The authority of the Office of Information Technology (OIT) to create and enforce policies relating to the management and operation of information technology (IT) by state agencies, and exceptions to such authority, are derived from: *Articles 8 and 11 of Chapter 4 of Title 41, and Chapter 28 of Title 41, Code of Alabama 1975 (Acts 2013-68 and 2017-282).*
APPLICABILITY	The requirements and responsibilities defined in OIT policies apply to all departments, agencies, offices, boards, commissions, bureaus, and authorities (referred to generally as ***agency*** or ***agencies***) and authorized individuals in the employment of the State of Alabama responsible for the management, operation, or use of state IT.
DEFINITION	The term ***software*** includes the program, media, and licenses for all operating systems, utilities, services, and productivity tools whether freeware, shareware, open source, off-the-shelf, or custom-developed without regard to the system or systems on which it is installed (workstation, server, etc.).

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STATEMENT OF POLICY

It is the policy of OIT that:

a) Unless otherwise provided in the software license or contract agreement, duplication of copyrighted software, except for backup and archival purposes shall be regarded as a violation of the U.S. copyright law and of this policy. [CM-10a.]

b) Information system owners shall be responsible for removal of unauthorized software or remediation of software determined to be a security risk.

OIT RESPONSIBILITIES

OIT shall:

O.1 Continuously scan state information systems and networks for unauthorized or vulnerable software. [CM-11c.]

O.2 Provide scan results to information system owners for remediation. OIT may charge a reasonable fee for this service.

AGENCY RESPONSIBILITIES

Agencies shall:

A.1 Use software and associated documentation in accordance with contract agreements and copyright laws. [CM-10a.]

A.2 Establish a software inventory to track the use of software and associated documentation protected by quantity licenses to control copying and distribution. [CM-10b.]

A.3 Control and document the use of peer-to-peer file sharing technology to ensure that this capability is not used for the unauthorized distribution, display, performance, or reproduction of copyrighted work. [CM-10c.]

A.4 Ensure open source software is legally licensed, approved by the agency IT Director, and adheres to a secure configuration baseline checklist from a U.S. Government or industry standard. [CM-10 (1)]

A.5 Establish agency or system-specific policies or procedures governing the installation of software by users. [CM-11a.]

A.6 Enforce software installation policies through automated methods. [CM-11b.]

A.7 Employ least privilege (by, for example, not granting users local administrative rights) to restrict individuals from installing software unless authorized to do so. [CM-11b.]

A.8 Monitor policy compliance on a continual basis. [CM-11c.]

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A.9 Monitor vendor software support cycles, identify end-of-support dates, and develop and implement remediation plans prior to end of vendor support. Agencies shall provide remediation plans to OIT when requested.

USER RESPONSIBILITIES

Users shall NOT:

U.1 Install or distribute software for which the state or agency lacks the appropriate, legally obtained license. [CM-10a.]

U.2 Install state-owned software on any non-state-owned computer systems, including home computers, unless specifically authorized in the software license agreement.

U.3 Use or distribute personally-owned software on any state-owned information system, mobile device, server, or computer network without prior written approval from the agency's IT Director or their designated approval authority. [CM-11]

U.4 Load freeware, shareware, open-source, trial or evaluation software, or any other software product on any state-owned information system, mobile device, server, or computer network without prior written approval from the agency's IT Director or their designated approval authority. [CM-10 (1)]

U.5 Install any software without first conducting an analysis in a test environment to ensure an acceptable level of risk.

EXCEPTIONS

When allowed by the software vendor, unlicensed software may be installed on development or test environments, off-network systems, or other non-production systems when beneficial for user training or product evaluation. This is considered a policy exemption and shall follow the IT policy exemption request process defined in Procedure 101P3.

SUPPORTING DOCUMENTS

The following documents support this policy:

- Procedure 101P3: IT Policy Exemption Request Process

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.

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The undersigned, as 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 date indicated below.

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Marty Redden
Secretary of Information Technology

This _____ day of _____, 2020.

DOCUMENT CHANGE HISTORY

Version	Version Date	Comments
330-01	02/05/2016	Initial version
330-02	07/09/2020 (draft)	Added agency responsibilities and OIT responsibility to scan

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