



STATE OF ALABAMA

INFORMATION TECHNOLOGY POLICY



Policy 330: Software Use

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Effective Date: TBD

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, end-user license agreements, and enterprise policy.

AUDIENCE

Information technology professionals responsible for the authorization, installation, appropriate use, maintenance, or disposal of information system software.

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.).

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) 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 and when allowed by the software vendor.
- c) 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 on the state enterprise network for unauthorized or vulnerable software. [CM-11c.]

O.2 Provide scan results to information system owners for remediation.

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.]
- 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.

SUPPORTING DOCUMENTS

The following documents support this policy:

- [Procedure 101P3: IT Policy Exemption Request Process](#)

AUTHORITY AND APPLICABILITY

This policy is promulgated under the authority granted OIT as described in Policy 101: IT Governance. Unless granted exemption by law or by procedure of Policy 101, the requirements and responsibilities defined in OIT policies apply to all Executive Branch departments, agencies, offices, boards, commissions, bureaus, and authorities and authorized individuals in the employment of or under contract with the State of Alabama and responsible for the management, operation, or use of State IT resources.

DOCUMENT CHANGE HISTORY

Version	Version Date	Comments
330-01	02/05/2016	Initial version
330-02	DRAFT	Added agency responsibilities and OIT responsibility to scan