

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 4-403	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES:
DATE APPROVED: March 8, 1995	
SUBJECT: COMPUTER SOFTWARE, COPYRIGHT	

All computer software purchased by the College, whether used on or off College premises, must be legally acquired and properly licensed and cannot be reproduced, modified or used unless in accordance with licence provisions and copyright law.

PROCEDURE: COMPUTER SOFTWARE, COPYRIGHT 4-403

1.0 ACCOUNTABILITY:

All department heads are accountable for ensuring that employees are aware of this policy and the obligations regarding the use of computer software and equipment. All employees must ensure that they are familiar with, and adhere to, all terms and conditions of any licences for computer software.

2.0 IMPLEMENTATION AND PRACTICE:

2.1 The College will only support legally acquired and properly licensed software and equipment.

2.2 Any person who violates this policy will be held personally liable for claims of infringement of copyright law and/or computer software licence provisions and personally liable for any damages, accounts or delivery, fines and otherwise as may be conferred by law for the infringement of copyright law and/or breach of computer software licence provisions.

3.0 AUTHORITY:

It is the responsibility of the Director, Information Technology to see that these procedures are properly enforced and to negotiate any alterations to them as required.

He/she draws the authority for this from the Board Policy on "Computer Software, Copyright", 4-403 dated March 8, 1995,