Software Anti-Piracy Policy

It is the policy of the Department of Labor to respect all computer software copyrights and adhere to the terms of all software licenses to which the department is party. No software may be used on any agency-owned machine unless the software:

- Is legally owned by the employee or the agency;
- Is used for agency business;
- Has been received from a reputable source; and
- Is either on an agency-approved software list or has been approved for installation by the unit supervisor.

Employees shall not duplicate any licensed software or related documentation for use on either agency premises or elsewhere unless the agency is expressly authorized to do so by agreement with the licenser. The most precise way for an employee to ensure non-violation of a software copyright is to read the licensing agreement that comes with the software package.

The following are guidelines to assist employees in adhering to this policy:

- As a general rule, there should be a set of original software disks and documentation for each copy of a software package installed on the personal computer, with the exception of DOS Windows and Chameleon.
- The original software disks must be installed and run on only one machine unless the software license provides otherwise or the agency has obtained a site license.
- In certain cases in which software is purchased for use on a Local Area Network (LAN) or the Wide Are a Network (WAN), individual documentation may not be provided and system disks may not be included for every user. Without exception, however, LAN packages and the original purchase agreement will delineate how many users may use the software at any given moment.
- In general, an employee is permitted to make one copy of software disks for backup purposes only.

Unauthorized duplication of software is a violation of federal copyright law and of agency policy. It is the responsibility of management and the primary user of the personal computer to determine that the software in use is legally owned. If an employee is unsure if the software is legally owned, the employee shall check with the supervisor or the Small Office Systems Support Unit at 263-6165. A list of recommended software may be obtained from the Small Office Systems Support Unit.