Woodstock Multimedia, INC. Software/Hardware Usage Policy

POLICY PURPOSE

The purpose of the Woodstock Multimedia, INC. Software / Hardware Usage Policy is to ensure that Woodstock Multimedia, INC. employees are properly trained on appropriate procedures surrounding safe and legal use of company-owned software / hardware. Furthermore, this policy is intended to discourage inadvertent (or deliberate) violations of the terms of our organization’s software / hardware license agreements and applicable laws when installing and/or using software on computers owned by Woodstock Multimedia, INC. or private computers used to perform work related to Woodstock Multimedia, INC.

BACKGROUND

Woodstock Multimedia, INC. purchases and licenses software/hardware from a variety of sources. Any duplication of software except as permitted by related license agreements is a violation and is therefore prohibited.

Installing unauthorized software on a computer system, workstation, or network server within Woodstock Multimedia, INC. can lead to potential system failures, system degradation or viruses. Unauthorized installations also place Woodstock Multimedia, INC. and its employees at risk for civil and criminal action, which can result in punitive measures imposed on all involved parties. The installation of unauthorized or illegal software carries civil fines of up to $150,000 per copy of unlicensed software and criminal penalties of up to $250,000, or a five-year jail sentence, or both.

Woodstock Multimedia, INC. employees that use computer systems for work-related purposes must therefore agree to the following conditions for the use of software/hardware:

To purchase, install, and/or use only software/hardware that has been authorized for use on Woodstock Multimedia, INC. computers.

   o To obtain proper documentation for all work-related software purchases.

   o To abide by the terms of all license agreements as they pertain to the use of software on Woodstock Multimedia, INC.-issued computers, as well as on “at home” or personal computer systems used for Woodstock Multimedia, INC. related work.
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- Not to reproduce or duplicate software, in any way, except as provided by the license agreement between Woodstock Multimedia, INC. and the software manufacturer.
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SOFTWARE / HARDWARE USAGE POLICY

1.0 Authorized Software / Hardware

Only software / hardware authorized by Woodstock Multimedia, INC. may be purchased, installed, or used on Woodstock Multimedia, INC. issued computers.

Personal software, or software that an employee has acquired for non-business purposes, may not be installed on Woodstock Multimedia, INC. issued computers. The only software permitted for installation on Woodstock Multimedia, INC. computers is authorized software / hardware for which Woodstock Multimedia, INC. has been granted a license.

2.0 Software / Hardware Purchases

Only software / hardware on the “authorized applications” list may be purchased by Woodstock Multimedia, INC. employees. If you wish to purchase an authorized application, the following procedures must be adhered to:

1. A copy of the software license must be provided to Administrative Assistant for completion of registration and inventory requirements.

2. Licenses must be registered in the name of Woodstock Multimedia, INC. and not in the name of an individual end-user.

If approved by Management the software / hardware will subsequently be placed on the “authorized” list.

3.0 Duplication of Licenses

Software shall not be duplicated, reproduced, or installed on more than one machine without prior written authorization by Management.

Most software licensed to Woodstock Multimedia, INC. cannot be run on home and work computers simultaneously. Some software/hardware vendors, however, permit employees, who are licensed to use the product at on work-issued computers and on a “home” computer under certain limited conditions. Woodstock Multimedia, INC. has no specific policies prohibiting such use, assuming it is permitted under the terms of the license agreement.
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4.0 Retirement or Transfer of Licenses

The following rules apply when a license or licenses are replaced by newer versions or are being transferred from one user to another:

- Licenses may not be uninstalled from one user’s machine and re-installed on another user’s machine without written permission from Management.

- All software/hardware and documentation for releases or versions that have been replaced by newer versions are to be returned promptly to Operation’s Department.

- All software/hardware and documentation for those products no longer required should be returned promptly to Operations Department and the software / hardware must be uninstalled promptly from the computer.

* In most cases, software/hardware licenses are not transferable without prior authorization from the vendor. This is especially important as it relates to the disposition of previous releases and the disposition of software licenses that have been upgraded. For example, it is almost always a violation of the license agreement to give anyone an older version of Microsoft Windows after receiving a Microsoft Windows upgrade. Even if a new license (not an upgrade) has been obtained, it may be still be a violation of the license agreement to give the old copy to another person. Under some conditions, Woodstock Multimedia, INC. may have rights to transfer software from one user to another. Operation’s Department or Management will review license agreements and limitations for each software / hardware product, and if appropriate, authorize acceptable transfers of licenses.

5.0 Computer Reassignment

The following rules apply when a computer is being transferred from one user to another:

- The computer reassignment must be authorized by the Management or Operation’s Department

- The intention to transfer the computer must be reported to Management or Operation’s Department at least 72 hours in advance to allow for proper documentation.

- If, after the transfer, both users are using the software / hardware, an additional license must be obtained according to the guidelines specified above.
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MONITORING

To ensure adherence to the software usage policy and related federal laws and statutes, Woodstock Multimedia, INC. reserves the right to monitor software installations and usage all computers owned by Woodstock Multimedia, INC., as well as any privately-owned computers when used to conduct Woodstock Multimedia, INC. related business.

FAILURE TO COMPLY

There are no exceptions to this policy. Any employee found violating this Software / Hardware Usage policy in any manner is subject to disciplinary action (in conformance with Woodstock Multimedia, INC. disciplinary policies) including possible termination of employment, and/or legal action.

SIGNED AGREEMENT

There are no exceptions to this policy. Any employee found violating this Software / Hardware Usage policy in any manner is subject to disciplinary action (in conformance with V Woodstock Multimedia, INC. disciplinary policies) including possible termination of employment, and/or legal action.

I, _____________________________(print name) have read the Woodstock Multimedia, INC. Software / Hardware Usage policy, dated ______________(print date). I understand it and agree to abide by it.

Signed,

___________________________ (signature)