

SOFTWARE POLICIES
FOR
Cottage Cove, its employees and volunteers.

Organization Software Management and Usage Guidelines

Cottage Cove Urban Ministries licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, Cottage Cove has no right to make copies of the software. The purpose of this policy is to prevent copyright infringement and to ensure proper software asset management.

1. General Statement of Policy.

It is the policy of Cottage Cove to respect and adhere to all computer software copyrights and to adhere to the terms of all software licenses to which Cottage Cove is a party. It is also the policy of Cottage Cove to manage its software assets and to ensure that Cottage Cove installs and uses only legal software on its PCs (including portables) and servers. Cottage Cove will take all steps necessary to prohibit its users from duplicating any licensed software or related documentation for use either on Cottage Cove's premises or elsewhere unless Cottage Cove is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or Cottage Cove to both civil and criminal penalties under the United States Copyright Act. Cottage Cove must not permit any employee to use software in any manner inconsistent with its applicable license agreement, including giving or receiving software from clients, contractors, customers and others. It is the policy of the Cottage Cove to acquire, copy, distribute, transmit and use software in accordance with the software management policies of the organization and the terms and conditions in any license agreement accompanying a particular software product.

2. User Education / Acceptance.

Cottage Cove will make all staff and volunteers aware of this policy by posting it to our website and/or providing it in a written form. Remunerated employment at Cottage Cove is contingent upon agreement with this policy.

3. Acquisition of Software.

Legitimate software will be provided to all users who need it. Software will be purchased or may be acquired by donation. Donated software must include appropriate serial numbers, license or activation codes. Purchases of software will be via authorized sellers or, if by auction or private purchase, in all cases meet the minimum standard specified for donated software. If there is reasonable doubt as to the legitimacy of any software it will not be purchased or utilized. Bundled or preloaded software must meet the same requirements.

4. Registration of Software.

All software in use should be registered to Cottage Cove, any affiliated ministry, or the individual using it (if specifically authorized by Cottage Cove). Software not registered

to the individual must be removed from any personal computer upon leaving association or employment with Cottage Cove. Software licensed to any affiliated ministry must be removed from Cottage Cove computers should the affiliation cease.

5. Installation of Software.

Software and upgrades will be installed by employees or volunteers expressly authorized by the organization to install software on Cottage Cove's computers or servers. Only software having appropriate license may be installed.

6. Storage of Software and Documentation.

Once installed, the original media will be kept, or, if a download, archived. Software licenses, serial numbers, activation codes, etc., shall also be archived. All copies of software that are obsolete, or that Cottage Cove is no longer licensed to use, shall be destroyed – unless the software license may be transferable to another via sale or donation.

7. Record Keeping.

Cottage Cove shall keep and maintain a register of all of the organization's software. The register must contain: (a) the title and publisher of the software; (b) the date and source of software acquisition (when known. Open source, freeware, careware, abandonware, or other public domain software shall be noted as such.); (c) the serial number of the hardware on which each copy of the software is installed (if restricted to one or a few computers); (d) the existence and location of back-up copies; and (e) the software product's serial number.

8. Software Use.

No employee may use software unless Cottage Cove has first obtained an appropriate license for that software.

9. Internet Use.

Unless otherwise noted, all software, music, and audiovisual works found on the Internet shall be considered copyrighted works. Therefore, employees and volunteers are prohibited from downloading these files without permission from the copyright holder – and permission to do so by management. Software programs or other files that are downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread. Employees shall not place company material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission.

10. Using Company Software on Home Computers.

Cottage Cove's computers are organization-owned assets and must be loaded with only legal software. Only software purchased through the procedures outlined above may be used on Cottage Cove's machines. Users are not permitted to bring software or other copyrighted material from home and load it onto Cottage Cove's computers – unless pre-approved by management, and then, only if the license is being transferred or otherwise

allows for it. Generally, organization-owned software cannot be taken home and loaded on a user's home computer if it also resides on a Cottage Cove computer. If an employee is to use software at home or on a personal computer, Cottage Cove will purchase a separate package and record it as an organization-owned asset in the software register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. If an employee needs to use software at home, he/she should consult with management to determine if applicable licenses permit home use.

11. Personal computer usage at Cottage Cove.

Cottage Cove is not responsible for software installed on the personal computers of staff or volunteers, whether or not the computer is used at Cottage Cove or otherwise for Cottage Cove purposes. Notwithstanding, it is the policy of Cottage Cove to ask that all staff and volunteers refrain from software piracy and to have proper licenses for all software on their personal computers. If any employee or volunteer does not have legal software to complete a task for Cottage Cove, it is their responsibility to request provision of it from Cottage Cove. No software, music files, or other copyright media materials shall be downloaded to personal computers through the Cottage Cove network without express permission of management.

12. Use of Shareware.

Shareware software is copyrighted software. It is the policy of Cottage Cove to pay shareware authors the fee they specify for use of their products and to abide by any license terms and conditions accompanying the software – if the software is to be retained following any trial period. Under this policy, acquisition and registration of shareware products will be handled the same way as for commercial software products.

13. Software Audits.

Cottage Cove reserves the right to inspect an employee's computer system for violations of this policy and to ensure that Cottage Cove is in compliance with all software licenses. Periodic, random audits shall be conducted as appropriate. Audits will be conducted in a manner that is the least intrusive and disruptive to employees. The full cooperation of all users is required during audits. Employees or volunteers must not remove or delete software. Removal or deletion of software must be done only by employees or volunteers specifically authorized by management – and records updated accordingly.

14. Duty to Report Under-licensing.

Any employee or volunteer who becomes aware of the installation, copying, use, distribution, or transmission of software within this organization that is illegal or conflicts with Cottage Cove's software management policies shall promptly notify an appropriate person. This may include his or her supervisor, or other higher management

15. Discipline.

Any infringing activity by an employee may be the responsibility of the organization. Therefore, Cottage Cove may choose to hold the employee liable for their actions. According to the U.S. Copyright Act, illegal reproduction of software is subject to civil

damages of as much as US\$150,000 (Section 504(c)(1) Title 17) per title infringed, and criminal penalties, including fines of as much as US\$250,000 per title infringed and imprisonment of up to ten (Section 2319 (b) (2) Title 18) years. A Cottage Cove employee who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstances. Such discipline may include (but is not limited to) a reprimand for minor offenses or termination of employment for willful or repeat offenses. Cottage Cove does not condone the illegal duplication of software and will not tolerate it.

16. Employee Questions.

Any questions about this policy or whether you may copy or use a particular software program should be directed to management.

I have read Cottage Cove's anti-piracy and software compliance statement and agree to follow it accordingly. I understand that violation of any above policies may result in both civil liability and criminal penalties for Cottage Cove and/or its employees.

SIGNATURE

TITLE

DATE

This policy document is a modified version for Cottage Cove (2008), based upon the updated and revised sample of April 2004, as published by the Software & Information Industry Association (SIIA). While the SIIA guidelines are more stringent and would preclude virtually all used software purchases or donations (integral to all charities), we believe that this policy is in keeping with the spirit and intent of the original.