

**SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
INFORMATION TECHNOLOGY SECURITY POLICY:  
SOFTWARE LICENSING POLICY**

**Purpose -**

This policy is designed to ensure that all software installed on County IT resources or systems is properly licensed and is used for County business purposes only; and that software with license agreements restricting use exclusively to non-business or non-government settings, i.e. restricted to home or personal use, is not installed on County IT resources or systems.

It is the objective of this policy to make County agencies aware that the use of unlicensed software may result in significant fines and criminal penalties.

**Reference -**

The policy and standards set forth herein are provided in accordance with Section 3.10 of Countywide Policy 1400, which directs Salt Lake County Information Services to provide security systems and policies.

**1.0 Scope**

All Salt Lake County employees and contractors, consultants, volunteers, and others with a business association with Salt Lake County shall adhere to this policy insofar as they use IT resources and systems owned or leased by Salt Lake County or any device that connects to any Salt Lake County network or resides at a Salt Lake County facility.

**2.0 Definitions**

Information Technology Resource(s) and/or System(s) (IT resource(s) and/or system(s))  
Computers, hardware, software, data, storage media, electronic communications (including, but not limited to, e-mail, fax, phones, phone systems and voice mail), networks, operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with any access, beyond ordinary public access to, the County's shared computing and network infrastructure.

County Agency Management

With respect to their own individual offices or departments, any of the following, or their designees: County Mayor, County Executive Branch Department Directors, County Elected Officials, or the County Council as a whole.

### 3.0 Policy Statement

All software installed on County IT resources or systems must be appropriately licensed and approved by County agency management prior to installation. It is prohibited to download or install software on County IT resources or systems where the license agreement prohibits business or government use.

- 3.1 County agency management shall be responsible for purchasing, or obtaining written consent from the software vendor or author, or otherwise verifying County ownership of or rights to software licenses for all products installed on their agency's IT resources and/or systems.
- 3.2 Individuals responsible for installation of software products shall receive approved written verification from County agency management attesting that they have secured the appropriate ownership of or rights to install the software application.
- 3.3 Where software licenses are shared among county agencies, County agency management shall establish a written agreement, with participating agencies, delineating roles and responsibilities for compliance with this policy.
- 3.4 County agency management shall obtain a copy of all license agreements and review, understand, and comply with the terms therein.
- 3.5 County agency management shall maintain a current software inventory which includes at least the following: number of authorized and actual installations, license agreement, and proof of purchase. County agency management shall conduct an annual review of their software inventory. Software inventories shall be updated whenever new software is acquired and/or installed or software is uninstalled, or the IT resource and/or system is transferred, decommissioned or sent to surplus.
- 3.6 Copies of county-owned software may be made for uses specifically allowed by the vendor, author or the license agreement, for example, archival copies for restoration.
- 3.7 Amendments to roles and responsibilities defined in this policy can be made through a written service level agreement between County Agency Management and County IS.

### 4.0 Exceptions

- 4.1 Personally-owned software may be installed on County IT resources and systems where a valid business purpose exists, providing written approval is granted by County agency management and County IS, and it doesn't create any conflicts with County IT resources and/or systems and the use and installation is in

compliance with the license agreement. County agency management is responsible to include the software in their agency’s software inventory.

- 4.2 Other exceptions to this policy shall be approved in conformance with Countywide Policy 1001.

**5.0 Enforcement**

- 5.1 All software installations discovered by or reported to County agency management to be in violation of this policy shall be removed from County IT resources and systems.
- 5.2 Employees who become aware of the use or distribution of unauthorized software shall notify their County agency management, who shall be responsible for carrying out these enforcement provisions. In the event that County agency management needs assistance, the agency should contact County Information Services or their agency’s respective IT support staff.
- 5.3 Anyone found to have knowingly violated this policy shall be subject to disciplinary action, including but not limited to temporary loss of network connectivity, loss of Internet access, or complete and permanent termination of access to any Salt Lake County network; and can lead to other disciplinary action up to and including dismissal from County employment.

APPROVED and PASSED this 14 day of July, 2009.

SALT LAKE COUNTY COUNCIL

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JOE HATCH, Chair

ATTEST:

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Sherry Swensen, County Clerk

APPROVED AS TO FORM:

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District Attorney’s Office      Date