



Operating Protocol & Procedure

Details

Number: 270

Title: Software Usage

Category: Employees

Responsibility: Information Technology Services

Approval Date: 12/8/14

Effective Date: 12/8/14

Revised: N/A

Reviewed: May 2024

Purpose

To define the protocol for utilization of computer software at Pueblo Community College.

Applicability

All employees and volunteers.

Definitions

Computer Software – any technology software or applications purchased with general fund, auxiliary, or grant dollars or donated to the College through the PCC Foundation. These items can include, but are not limited to locally installed computer applications, mobile apps, or utilization of Internet based applications.

References

State of Colorado Administrative Regulation 450-03

State of Colorado Procurement Code R24-107-101-05

Board Policy 6-30, Electronic Communication and Technology Use [and related System Procedures]

(<https://cccs.edu/policies-and-procedures/board-policies/bp-6-30-electronic-communication-and-technology-use/>)

Board Policy 6-10, Cyber Security Policy [and related System Procedures]

(<https://cccs.edu/policies-and-procedures/board-policies/bp6-10-cyber-security-policy/>)

Attachments

None

Operating Protocol

Pueblo Community College (PCC), through the Information Technology Services Department, purchases and provides software applications for use on PCC-owned computers for employees and students. Purchases are based on the needs of the College as a whole or the needs of a division, department, or individual to perform their assigned work duties. Purchasing and tracking of software and associated licenses are performed through a variety of third-party companies for use on networked and standalone systems.

PCC will ensure that all contracts and terms for software procurement, use, and licensing are in compliance with the terms and conditions of the state of Colorado procurement system. Contract management and approval must happen prior to the purchase of any software package. The Information Technology Services Department is charged with the responsibility for ensuring these guidelines are followed. Final contract management and signature authority is managed by the Vice President of Administration & Finance, and/or the Office of the President.

Pueblo Community College and its employees will respect all computer software copyrights. PCC recognizes that neither the College nor its employees have a right to make copies of software, except for backup or archival purposes, unless expressly authorized to do so by agreement with licensor.

PCC prohibits using software on college-owned computers for any type of personal or recreational activities that would be considered non-work related. Examples of non-work related use of software include creation of materials for home use, recreational games, Internet radio, social media, non-work related Internet surfing, etc.

Pueblo Community College personnel may not give software to employees or any other individual including clients, contractors, students, or others.

All software, software licenses, and software keys acquired by Pueblo Community College, whether purchased with college funds or donated to the College, are considered assets of the College and property of the State of Colorado. Property and assets that are no longer needed shall be disposed of through the college's Surplus Property Disposal/Transfer process (OP-P 405) per State of Colorado Regulation 450-03. It is unlawful for state/college-owned property to be given away, disposed of, removed, or taken by an employee for personal use.

Procedure

Acquisition of Software

All software acquired by PCC must be reviewed and approved, prior to purchase, by the Information Technology Services Department to ensure compliancy and supportability. Software may not be purchased with state procurement cards, petty cash, or with travel and entertainment budgets.

Registration of Software

All software is to be delivered to the Information Technology Services Department for receiving, inventory, registration, and installation. The Information Technology Services Department is responsible for logging and tracking all software keys/serial numbers and installation locations. All software will be registered in the name of Pueblo Community College. All software license keys will be stored and managed by the Information Technology Services Department.

Following installation, original software media will be cataloged and stored within the Information Technology Services Department. Original media will not be stored in other areas of the College.

Installation of Software

The Information Technology Services Department is responsible for the installation of all software in accordance with applicable licensing agreements. Pueblo Community College will work in conjunction with the Colorado Community College System (CCCS) to standardize applications when possible. Applications will be standardized across PCC departments and divisions.

Software will be installed by the Information Technology Services Department in a test environment after all registration requirements are met whenever possible. Only after adequate testing has been performed, to ensure complete compliance with other technologies, will software be installed on production systems. Many times, testing of software may be required before final purchase.

Personally owned/licensed Software

PCC software purchases are considered College assets. Only software purchased by the College, through state procurement rules, will be allowed on College computers. Employees are not permitted to install or to have the Information Technology Services Department install personally owned software or software purchased by other businesses for installation on PCC systems.

College-owned software cannot be taken for installation on personally owned computers or on computers owned by other businesses. If it is necessary for employees to work from home and software is required by their position, they will be provided access to software through a virtual solution, or they will be provided a laptop for use at home.

Shareware

Use of shareware or open-source software is only approved when similar copyrighted software is not available and where support for the software is available via the developer. Any of these software packages must meet all current PCC platform standards. All products must be registered to PCC and all authors' fees must be paid via the standard state procurement process before installation can occur.

Audits

The Information Technology Services Department will continuously conduct systematic audits of all College PCs to ensure compliance with licenses and software versions. If unapproved software is found installed on a PCC computer, the Information Technology Services Department reserves the right to remove the software without notice.