Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 3.2.02

2. SUBJECT: ***Software Copy Protection***

3. POLICY: The District does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

   B. All personnel are responsible for adhering to this Policy and Procedure.

6. PROCEDURE:

   A. The copyright law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime.

   B. Grant County Fire District 3 licenses the use of computer software from a variety of outside companies. The District does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it. No employee shall reproduce or copy District software for his or her personal use.

   C. With regard to use on local area networks or on multiple machines, the District employees shall use the software only in accordance with the license agreement.

   D. District employees learning of any misuse of software or related documentation within the District shall notify the District Fire Chief.

   E. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The District employees who make, acquire or use unauthorized copies of

computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

F. No personal software may be installed onto District owned computers and equipment without the prior approval of the District Fire Chief. If approved, this software shall be certified by a commercial anti-virus program (such as Norton's Anti-Virus) prior to and after being installed. Installation shall be in strict accordance with District's policies and guidelines.

G. Periodically, the District will conduct an audit of software installed on its computers and hardware. Unauthorized software (if found) will be removed.

H. The District recognizes that employees may use computers for personal use so long as said activity does not interfere with the operations of the District. The District will make every effort to respect the privacy of employee's files. However, employees should be aware that from time-to-time, occasions may arise that require the District to inspect files and software installed or maintained on its system. The District reserves the right to inspect files and software when it deems it to be in the Districts best interest.