

Software Policy

It is the policy of RoS to respect all computer software copyrights and to adhere to the terms of all software licences to which RoS is a party. Strategic Partnership Management in liaison with our IT Partner are charged with the responsibility for enforcing these guidelines.

It is the legal obligation of RoS and its employees to comply with copyright laws and respect the intellectual property rights of others. It is therefore expressly forbidden for any employee to have possession of unlicensed software on RoS premises or, during the course of carrying out their employment use unlicensed software on RoS computers (including portable equipment).

Users may not duplicate any licensed software or related documentation for use either on RoS premises or elsewhere unless RoS is expressly authorised to do so by agreement with the licensor. Unauthorised duplication of software may subject users and/or RoS to both civil and criminal penalties under the Copyright Designs and Patents Act 1988 (and related EC directives).

Software must only be installed, modified, de-installed or deleted in accordance with agreed change management procedures, and must only be undertaken by authorised IT Partner personnel.

It is expressly forbidden to possess, use, reproduce or distribute copyrighted software on any RoS computer without authorisation.

Users may not give software to any third parties including clients, customers and contractors. Users may use software on networks or on multiple machines only in accordance with applicable licence agreements.

Approval for Purchase of Software

To purchase software, users must obtain the approval of their Head of Section and then follow the same RoS procedures for the acquisition of other IT assets. Any acquisition must be approved in writing by the RoS Strategic Partnership Management team.

Software must not be purchased through individual Directorate Government Procurement Credit Cards (GPC cards), petty cash, travel or entertainment budgets. Software acquisition channels are restricted to ensure that RoS and our IT Partner have a complete record

of all software that has been purchased, and can register, support and upgrade such software accordingly.

Registration of Software

The RoS IT Partner is responsible for registering software with the software publisher and maintaining a register of all software used in RoS. The IT Partner will maintain a library of software licences.

Installation of Software

After the registration requirements above have been met, the software will be installed by IT Partner personnel. Users are not authorised to install any software on RoS computers.

Manuals, tutorials and other end user materials will be provided to the user where available. The original release media will be kept in a secure place maintained by the IT Partner.

Shareware

Shareware software is copyrighted software that is distributed freely through the Internet, cover disks and bulletin boards or other online services. Generally the software is free to evaluate but continued, or commercial use requires a license. It is the policy of RoS to pay shareware authors the fee they specify for use of their products. Registration of shareware products will be handled in the same way as for commercial software products.

Prohibited Software

It is expressly forbidden to possess, distribute reproduce or use computer programs for reasons such as scanning networks, intercepting information or password capture unless specific authority is obtained or held.

Random Audits

RoS in liaison with our IT Partner will conduct random audits of RoS computers, including portable equipment to ensure that RoS is in compliance with all software licences.

Penalties & Reprimands

According to the Copyright, Designs and Patents Act 1988, infringement of software is actionable in the civil courts with regard to the

flagrancy of the infringement. Additional damages may also be added depending on the circumstances of the case. In the criminal courts on indictment, the defendant, if convicted, could be liable to face imprisonment and / or served a fine.

Users who make, acquire or use unauthorised copies of software will be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

RoS does not condone the illegal duplication of software and will not tolerate it.