



Falkirk Council
*Corporate & Commercial
Services*

**Falkirk Council
Software Security & Licensing
Policy**

FALKIRK COUNCIL

Software Security and Licensing Policy

1. Opening Statement

It is the policy of Falkirk Council to respect all computer software copyrights and adhere to the Terms and Conditions of any licence to which Falkirk Council is a party. Falkirk Council will not condone the use of any software that does not have a licence suitable to allow its use on Falkirk Council IT equipment, and any employee found to be using unlicensed software, or having unlicensed software installed on their IT equipment may be subject to disciplinary procedures. It is the responsibility of all Falkirk Council employees to read and fully familiarise themselves with the following Falkirk Council software management policies.

Definition

Software - Software is a general term for the various kinds of programs used to operate computers and related devices. It can be thought of as the variable part of a computer. Software is often divided into application software (e.g. MS Office, Pegasus) and system software, which includes operating systems and any program that supports application software (e.g. MS Windows).

Signed

ANN DAVIDSON
HEAD OF ICT and FAST PROJECT SPONSOR

2. Software Acquisition

(A) Corporate

Subject to the terms of paragraphs (B) and (C) of this clause, all computer software acquired by Falkirk Council must be purchased through Corporate and Commercial Services – ICT Service. No employee may purchase software and the purchase of software by any other means such as personal credit cards, expense accounts or petty cash is expressly forbidden.

Any software requiring a yearly subscription or maintenance contract must be bought through the Software Acquisition procedure. The Service concerned can then manage the yearly subscription or maintenance fees.

(B) Education

All computer software acquired by Falkirk Council Education Services for curricular use must be purchased through the Curriculum Support Team which is part of Education Services. All software purchased for non-curricular use must be purchased through the ICT Support Team. Any such acquisition by Education Services shall be carried out in accordance with the Education Services Software Acquisition Procedure. No employee of Education Services may purchase software and the purchase of software by other means such as personal credit cards, expense accounts or petty cash is expressly forbidden.

(C) Tenders

All Services may directly source large software purchases, which involve tendering or advertisement in the Official Journal of the European Community provided such sourcing is carried out in accordance with Falkirk Council's Contract Standing Orders. Any subsequent purchase must, nevertheless, be made by Corporate and Commercial Services – Central Purchasing. Corporate and Commercial Services – ICT should be kept informed at all times with regard to any technical issues that may arise.

Procedure

Refer to Falkirk Council's Software Acquisition Procedure, Education Services Software Acquisition Procedure and Falkirk Council Contract Standing Orders. The Software Acquisition Procedure and Education Services Software Acquisition Procedure are available to view on Falkirk Council's Intranet.

For Freeware, Shareware and Public Domain Software please refer to Sections 8 and 9.

3./.....

3. Software Delivery

(A) Corporate

Subject to the terms of paragraph (B) of this clause 3, all newly purchased software must be delivered to Corporate and Commercial Services – ICT Service in order that licences can be checked and Asset Registers updated. No other employees may take delivery of computer software.

(B) Education

All newly purchased software must be delivered to the approved ICT Support Team in order that licences can be checked. Licences will then be transferred to Corporate and Commercial Services – ICT Service to allow the Asset Registers to be updated and the licences to be stored centrally. No other employees may take delivery of computer software.

Procedure

Refer to Falkirk Council's Software Acquisition Procedure. The Software Acquisition Procedure is available to view on Falkirk Council's Intranet.

4. Software Installation

(A) Corporate and Non-Curriculum

Subject to the terms of paragraph (B) of this clause 4, installation of computer software must only be carried out by employees of the Corporate and Commercial Services – ICT Service. No other employee within Falkirk Council shall be entitled to install computer software except with the prior written consent of Service Customer Contact within Corporate and Commercial Services – ICT Service. External Software Suppliers may install software under agreement with Corporate and Commercial Services – ICT Service. Designated personnel will be available on various locations to install software.

(B) Curriculum

Pupils in Falkirk Council schools can download and install legally downloadable freeware or shareware software (as defined below at clause 8), which forms part of any curriculum course requirement. Any software must be uninstalled by pupils or class teachers after fulfilling course requirements.

Procedure/.....

Procedure

Refer to Falkirk Council's Software Acquisition Procedure. The Software Acquisition Procedure is available to view on Falkirk Council's Intranet. Reference can also be made to Sections 8 & 9 of this booklet.

5. Software Compliance and Documentation

Falkirk Council has a fireproof safe located in the basement of Municipal Buildings, which contains Licences, invoices and original media for all of the software in use on Falkirk Council premises. All computer software licences must be stored in the fireproof safe or other such location as may be nominated by Corporate and Commercial Services – ICT Service from time to time.

Procedure

Refer to Falkirk Council's Software Acquisition Procedure. The Software Acquisition Procedure is available to view on Falkirk Council's Intranet.

6. Software Movements

Corporate and Commercial Services – ICT Service will be given reasonable prior notice of any and all employee or Service moves within the Council in so far as such moves involve any IT equipment. Corporate and Commercial Services - ICT Service will be involved as required in any such moves and appropriate software can be added and/or removed and the Asset Registers updated.

Procedure

In the event of employee relocations, Corporate and Commercial Services – ICT Service will meet with the relevant Service Managers to ascertain whether new software will be required. Old software may be re-distributed. The new locations of employees, hardware, network points and software will be updated for the Asset Registers.

7. Software Disposal

Corporate and Commercial Services – ICT Service, must carry out any disposal of Software/Hardware used by Falkirk Council.

Procedure/.....

Procedure

Once a computer is deemed ready for disposal all software will be removed. Where the licence permits, the software will be re-used or stored for future use. (OEM (Original Equipment Manufacturer) software will be disposed with the computer as such licences are non-transferrable).

All Falkirk Council data will be removed and the hard disk will be low-level formatted, the Asset Register will be updated and the certificate of disposal/ destruction will be held on file.

The Falkirk Council Managed Service Agreement will cover any PC's purchased after 1st May 2003.

8. Shareware, Freeware and Public Domain

For avoidance of doubt Shareware, Freeware and Public Domain software are subject to the terms of this Software Security and Licensing Policy and any other relevant Council Policies and Procedures in the same way as any other software. No employee may install any free or evaluation software on to Falkirk Council IT equipment unless it is on the Falkirk Council Approved Freeware Register or prior approval has been sought from Corporate and Commercial Services – ICT Service. This Register will be held and displayed on the Falkirk Council Intranet. Employees must not install Shareware on any Falkirk Council IT Equipment, as such software requires a licence to be purchased.

Reference should be made to Falkirk Council's Approved Freeware Register held and displayed on the Falkirk Council Intranet for the list of software products that may be installed by employees onto IT equipment without need for reference to Corporate and Commercial Services – ICT Service.

Definitions

Shareware - Software that is distributed by the software owner to enable people to evaluate it through use. After the trial period granted by the software owner, the user would be expected either to pay for the software or cease using it.

Shareware Software is bona fide copyright protected software and should not be used without a Licence.

Freeware/.....

Freeware - This software is free. However, this does not mean it can be used without restriction. Freeware is owned by the person or company that wrote it. The software owner will distribute the Freeware and normally would outline the conditions under which it can be used.

Freeware software can be copied, distributed (although not for profit) and developed. The main limitation on use will be that any further distribution should not be for commercial purposes.

Public Domain Software - These are computer programs where the software owner (i.e. the holder of the copyright in the software) specifically says that he will not enforce any of his rights in the software so that any person can freely use it for any purpose, including commercial purposes.

Procedure

Where a user has a business requirement for a piece of shareware or freeware they will use the standard software acquisition procedure. Upon the appropriate management agreements the software will be obtained, tested and loaded to the user.

If this software is shareware, and requires deletion or licensing after a trial period, the user will be contacted by ICT one week prior to the end of the trial date to ascertain whether he or she wishes to retain use of the software. If the software is to be retained usual acquisition procedures will be followed. If it is not required the software will be completely uninstalled.

9. Games and Screensavers

Other than games which form part of the operating system of employees' IT equipment, Falkirk Council will only allow games software to be used for vocational and educational purposes. Games can only be used where a licence has been purchased by the Council or no such licence is required to use the games software in question on Falkirk Council IT equipment.

The only Screensavers allowed for use on Falkirk Council IT equipment are those which form part of the operating system of such IT equipment.

Procedure

Corporate and Commercial Services – ICT Service will ensure that all new PC's are set up to a standard configuration for each Service.

10. Passwords and Logon ID's

(A) Corporate

Access by Falkirk Council employees to Falkirk Council IT systems is controlled through passwords. Employees must never document or divulge their passwords to another person. All passwords are alphanumeric and not less than six characters in length.

Subject to the provisions detailed in paragraph (B) of this clause, network passwords must be changed every 40 days.

(B) Education

Access by school pupils to Falkirk Council IT systems is controlled through passwords. All passwords are alphanumeric and not less than six characters in length. Passwords will be reset at the start of every Academic Year.

Procedure

All new users of Falkirk Council IT equipment will be issued with a 6 character, random alphanumeric password. With the exception of school pupils as aforesaid, passwords will be changed every 40 days.

Sharing of Logon ID's is expressly forbidden. For the avoidance of doubt, part-time or jobshare employees must have independent Logon ID's.

Where temporary employees are required to have access to Falkirk Council IT systems they will be issued with their own Logon ID and password. These must be deleted once the temporary employee has left the employment of Falkirk Council.

Line managers should communicate any Staff Resignations to Corporate and Commercial Services – ICT prior to termination to allow Logon ID's to be deleted. These should be communicated by calling the Help Desk on Ext 1550 or by sending an E-mail to ICTHelpdesk@falkirk.gov.uk.

Any unattended PC's should be logged out of all systems and applications.

11. Viruses

Falkirk Council uses Anti-Virus software to safeguard its systems from malicious code. All discs, CD-ROMs or other transportable media must be virus checked prior to use on Council IT equipment. No material downloaded from the Internet or received as an e-mail attachment may be used in Falkirk Council systems, until it has been scanned for viruses.

Procedure/.....

Procedure

Anti-virus software runs permanently on all servers and computers, it is updated with the latest virus information on a weekly basis. Anti-Virus automatically scans any files before opening them, therefore viruses should be found by Falkirk Council's current system.

12. Data Protection

Refer to Falkirk Council's Data Protection Guidelines. The Data Protection Guidelines are available to view on Falkirk Council's Intranet.

13. Internet and E-mail

Refer to Falkirk Council's Acceptable Use Policy. The Acceptable Use Policy is available to view on Falkirk Council's Intranet.

14. Auditing

All users must be aware that Falkirk Council electronically audits all computers on a regular basis. Sample random audits may be carried out.

Procedure

Falkirk Council uses auditing software on a regular basis to ascertain whether all of the software loaded on IT equipment is legal. These audits are checked and reconciled with the software licence library and all unauthorised software must be deleted. The source of the unauthorised software will be established and disciplinary action may be taken in line with Falkirk Council Disciplinary Policy and Code of Practice.

15. Mobile/Laptop Users

These Policies and Procedures and all other relevant Falkirk Council software policies apply to mobile users and all laptops will be equipped with Falkirk Council's auditing software for regular checks.

Procedure/.....

Procedure

Any Falkirk Council laptops, which dial-up for E-mail will be audited when connecting to Falkirk Council's network. Any laptops, which do not connect to the network, will be audited by floppy disk.

16. Backup and Maintenance

All Falkirk Council business data is backed up every 24 hours. Tapes must be kept in a fireproof safe or at a secure Falkirk Council off-site location. Falkirk Council does not back up local PC drives.

17. Disaster Recovery

Employees with responsibility for business and support processes within Falkirk Council are responsible for ensuring that an appropriate business resumption risk assessment is carried out.

Procedure

Refer to Service Business Continuity Plan. Business Continuity Plans are held by Senior Staff within the individual Services.

18. Disciplinary Procedures

These Policies and Procedures are intended to safeguard Falkirk Council from the varying laws surrounding software use. Any employee found to be in breach of the Software Security and Licensing Policy may be subject to the Falkirk Council Disciplinary Policy and Code of Practice.

Procedure

Refer to Falkirk Council's Disciplinary Policy and Code of Practice.