

# First Nation or Organization Software Use Policy

## Introduction

**(First Nation or Organization)** is responsible for the actions of its staff and the legal implications of unethical use of software. The purpose of this policy is to provide guidelines so that **(First Nation or Organization)** staff may use software in ways that are responsible and respectful of all legal issues.

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### 1. General Policy

**(First Nation or Organization)** has purchased relevant fully licensed copies of software from an array of authorized sources to help staff members complete their day to day work effectively. Software is only to be installed on company hardware and is bound to licensing agreements that must be adhered to in all aspects and may not be used otherwise. Software obtained from any other source which could present security and legal threats is strictly prohibited.

### 2. Backup Copies of Software

Backup copies of legitimate software can be made in accordance with licensing agreements. Backup copies may not leave company premise or be installed against original licensing agreements.

### 3. Acquisition of Software

**(First Nation or Organization)** will make available adequate copies of legally acquired software to meet all justifiable requirements of staff's day to day work. This software will be provided in a timely fashion for all of our computers.

Software purchases must be pre-approved and follow within organizational guidelines. Shareware, demonstration or trial Versions of software may not be installed without prior approval and must be installed according to their licensing agreement.

### 4. Audits and Enforcement

**(First Nation or Organization)** has the authority to enforce this policy – this may include random audits, announced or unannounced, of hardware to ensure proper software use.

In the event of employees violation of this policy, software found on **(First Nation or Organization)** property for which a valid license or proof of license cannot be determined will be removed and disciplinary actions, including termination, may result.