

 PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i>		NUMBER: 8.05 APPROVAL DATE: 10-18-2011
POLICY SUBJECT: Licensed Software Use	RESPONSIBLE DEPARTMENT: Information Technology	EFFECTIVE DATE: 11-02-2011 REVISED DATE: 06-18-2019

A. PURPOSE:

The Pennsylvania Turnpike Commission (PTC) licenses the use of computer software from a variety of software vendors. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, the PTC has no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity and productivity of the PTC's computer environment.

B. SCOPE:

This policy applies to all Commission Authorized Users who have access to Technology Resources.

C. GENERAL POLICY:

It is the policy of the PTC to respect all computer software copyrights and to adhere to the terms of all software license agreements to which the Commission is a party. The Chief Technology Officer or his designee is charged with the responsibility for monitoring compliance with the policy.

Authorized Users may not duplicate any licensed software or related documentation unless the PTC is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject Authorized Users or the PTC to civil and criminal penalties under the United States Copyright Act. Anyone found copying software other than for backup purposes is subject to disciplinary action up to and including termination or having their privileges revoked at any time for any reason, and/or have appropriate action taken as specified in the contractor's or consultant's contract or the contractor's or consultant's employer's contract with the Commission.

Authorized Users may not give software to anyone who is not expressly authorized and/or licensed to have access to the software.

Authorized Users may use software on PTC Technology Resources only in accordance with applicable license agreements and in compliance with the terms described under Policy Letter 8.01 Acceptable Use of Commission Technology Resources.

Software operating on PTC information resources must adhere to the manufacturer's licensing agreements. Only software acquired through authorized procurement channels may be used on PTC computer assets. The acquisition of shareware/freeware software shall be handled the same way as commercial software products, including payment of shareware fees for use of these products. Authorized Users are not permitted to bring software from home or elsewhere and load it on PTC computers or run it from auxiliary drives.

PTC-owned software cannot be loaded or used on a non-PTC approved device, including a home computer without prior written consent by the Chief Technology Officer or his designee. In special circumstances, PTC management may authorize the loading of PTC-owned software on non-PTC computers as long as the licenses are properly paid for and recorded.

Under no circumstances are Authorized Users to download, install, copy, access, execute or otherwise employ any of the following: Illegal or pirated software, unapproved or unlicensed operating systems, or software purchased for personal or home use.

D. DEFINITIONS:

Authorized User – Any employee who receives compensation from the PTC on an hourly, daily, or annual basis, including employment on a full time, part time, or probationary basis ("Employees"), and Contractors and Independent Consultants who use or have access to Commission Technology Resources.

Illegal Software – Any software that is used beyond its intended purposes and is in violation of copyright law.

Licensed Software – Proprietary software distributed under a licensing agreement to authorized users only.

Technology Resources – Commission Technology Resources include, but are not limited to, the following: all Commission data and records, including those pertaining to computer use, internet use, email communication and other electronic communication (whether sent, received, or stored), as well as the content of such communications; Commission's computer systems, together with any electronic resource used for communications, which includes but is not limited to laptops, individual desktop computers, wired or wireless telephones, cellular phone, smartphones, tablet computers, servers, virtual machines, routers/switches, etc. and further includes use of the internet, electronic mail (email), instant messaging, texting, voice mail, facsimile, copiers, printers or other electronic messaging through Commission facilities, equipment or networks.

Pirated Software – Software obtained illegally by using, copying or distributing the software without ownership or legal rights.

Shareware Software – Software distributed freely on a trial basis with the understanding that the user may need or want to pay for it later.

Freeware Products – Software that is freely distributed at no charge, but retains copyright protection.

Software – A set of instructions, data, applications, scripts and programs that run on a device to execute specific tasks.

E. PROCEDURES:

Employee Orientation/Awareness. New PTC Employees shall be made aware of this policy by the Human Resources Department.

Acquisition of Software. To purchase or evaluate software, Employees must follow the IT service request process. The request is reviewed by the Information Technology Department to ensure that the software is compatible with existing PTC standards and systems and that it can be maintained and supported. All software acquired by the PTC must be purchased through an approved method. Software acquisition is restricted to ensure that the PTC has a complete record of all software purchased for PTC computers and to evaluate, support and upgrade such software accordingly. Authorized Users may download mobile applications (“apps”) from authorized app stores maintained by such providers as Microsoft, Google, and Apple. The app stores track and enforce licensing compliance.

Periodic Audits. Electronic client machine audits are conducted regularly or periodically to ensure that the PTC is complying with all software licenses. During an audit, the PTC will search for unauthorized software and flag any that is found. The unauthorized software will be either uninstalled or licensed if there is a business need for the particular software. An Authorized User’s use of unauthorized software may be reported to the Employee’s supervisor and the Chief Technology Officer.

Reports of Suspected Violations. Any Employee who determines that there may be a misuse of software within the PTC shall notify their department manager, the Compliance Department, or CTO.

This Policy Letter supersedes all previous Policy Letters on this subject.