

# COMPUTER HARDWARE AND SOFTWARE POLICY

ADOPTED BY COMMON COUNCIL: April 7, 2004

This Policy establishes requirements and responsibilities relating to the City's computer systems.

To the extent that this Policy addresses provisions of previous policies entitled "City of Racine Electronic Media and Services Policy" and "City of Racine Microcomputer/Personal Computer Software Policy", the previous policies are superseded.

Applicability: This Policy applies to all City officers, officials, employees, contractors and vendors who use City computers and, for purposes of this Policy, are collectively called "person" or "persons".

## A. Computer Use Policy

### 1. Requirements

- a) Computer equipment, including hardware, software and related services, owned or leased by the City of Racine is an important and costly resource of the City. City computer equipment must be safeguarded from damage, abuse, loss and degradation of capacity due to inappropriate use.
- b) No person shall load computer games, screen savers or background software onto City equipment.
- c) Except as provided below, no person shall remove computer hardware, software, peripheral equipment, or documentation (e.g. computer or software manuals) from City premises without express permission from the Director of Information Services or designee (hereinafter, "Director"). Permission may be granted only for the purpose of performing City business. Equipment that is portable and included on a list of authorized portable devices maintained by the Director may be removed from City premises upon permission from the requestor's department head, administrative manager or the mayor.
- d) No person shall, for personal use, copy software, data, files, etc., owned or licensed by the City. If authorized by their department head, administrative manager or the mayor, and if allowed by licensing agreements, persons may load City software on their personal computer if the software is to be used to perform City business. Employees may, with the authorization of their supervisor and in accordance with section B. of this Policy, exchange work-related, non-executable data files and documents between a personal home computer and their City computer.
- e) Computer viruses, defective programs, and corrupted data pose a threat to City computer systems, including the potential to damage or degrade entire networks. As a result of this risk:
  - i) No person shall use on City computer equipment a computer file from a non-City source without first scanning the file for viruses, including files received from external agencies or taken from an employee's personal computer.
  - ii) No person shall install or copy personally owned or licensed files or programs to City owned computer equipment without the approval of the Director of the Information Systems Department or designee.
- f) No employee shall engage in unauthorized personal business during work time or unauthorized or improper use of City property or equipment. Any such action may result in discipline up to and including dismissal, consistent with existing personnel policies and procedures. Use of computer equipment for purposes other than City business during work time, except as otherwise authorized by City policy, shall be considered an offense subject to such discipline. This includes, but is not limited to, the use of computers, CD-ROM devices, modems, and on-line services, including the Internet, etc.
- g) Software used by City personnel may be protected by a password. Passwords must remain secret. No person shall give his or her password to any other person for any reason nor shall the password be posted at a workstation. An employee who believes that a password has been compromised should immediately advise his or her supervisor or the IS Help Desk.

## 2. Procedures

Installing and Maintaining Hardware. All City hardware shall be installed by an authorized IS employee or designated vendor. No person shall take apart, install, relocate or remove any hardware on any computer or peripheral device for any reason, except as specifically authorized to do so.

## B. Computer Software Licensing and Use Policy

### 1. Requirements

- a) All persons using City software shall read and comply with this policy.
- b) The City licenses the use of computer software from vendors and developers on all computers under its control. No person shall load software or run software on City computers or network servers without specific written approval of the IS Director or designee. Unless specifically authorized in writing by the vendor or developer, no person shall copy any software or documentation for any reason. All software shall be registered with the IS Department for inclusion in its equipment/software inventory and original software will be stored in the IS Department. No person shall run public domain software on any City computer or network server until its source has been determined and the software has been checked for viruses.
- c) The City does not require, request, or condone unauthorized copying or use of computer software. Unauthorized copying or use is not considered to be within the scope of employment. Authorized persons shall use City software only in accordance with the applicable license agreements. No software shall be run on City computers or network servers for production purposes unless used in this manner. Unlicensed software may be run for up to 30 days for the purpose of testing/evaluation if done with the knowledge and consent of the IS Director or designee and the vendor, developer, or reseller. If not licensed, the software shall be removed at the end of the 30 day period. It is the responsibility of the IS authorized person to ensure that only licensed software is placed or run on City computers or network servers.
- d) The City and all its authorized officers, officials, employees, contractors and vendors shall cooperate fully with any governmental agency that is legally authorized to conduct software audits.

### 2. Violations/Penalties

- a) Under the U.S. Copyright Law, illegal reproduction of software can result in civil damages of up to \$100,000 and criminal penalties, including fines and imprisonment. Persons who make or knowingly use illegal copies of computer software are subject to disciplinary action up to and including dismissal, consistent with existing personnel policies and procedures.
- b) If the City is sued or fined because of unauthorized copying or use of software by any person, it may seek repayment from such person of any and all costs, fees and fines. Under no circumstances shall the City be liable for any costs, fees or fines for any person who is sued or fined individually under such circumstances.
- c) Violations of this policy shall be reported to the IS Director.

### 3. Procedures:

- a) **Loading Software.** IS authorized personnel only are permitted to load software on City computers and network servers. A record of the software license number and the serial number of the computer on which it is loaded and the original software shall be stored by the IS Department.
- b) **Auditing Software.** All persons using a City computer shall, from time to time, audit the software residing on the computer to ensure compliance with the license agreements for that computer. IS personnel shall audit the software residing on network servers at least annually to verify licensing agreements. The results of this audit shall be forwarded to the appropriate jurisdiction. Unlicensed software, other than that legally being tested/evaluated, shall be removed immediately.

# **COMPUTER HARDWARE AND SOFTWARE POLICY**

## **User Acknowledgement**

The undersigned City officer, official, employee, contractor or vendor has read either a printed copy of the City COMPUTER HARDWARE AND SOFTWARE POLICY adopted by the Common Council on April 7, 2004, and understands the Policy, or has read the Policy on the City's internal website, "CORI", and understands the Policy."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Number