

**CITY OF RACINE
MICROCOMPUTER/PERSONAL COMPUTER SOFTWARE POLICY**

WHEREAS, the City of Racine does not condone the illegal duplication of software; and

WHEREAS, the City of Racine licenses the use of computer software applications from a variety of companies and does not own the software applications or their related documentation and, unless authorized by the software developer, does not have the right to reproduce it; and

WHEREAS, pursuant to the U.S. Copyright Law, illegal reproduction of software can result in civil damages of as much as \$100,000 and criminal penalties, including fine and imprisonment; and

WHEREAS, since the integrity and efficient operation of the system is of paramount importance, with due regard for the right of privacy and confidentiality of users, where reasonable suspicion of security violations exists, the employee may be investigated through examination of user files, electronic mail, accounting information, printouts or other material, or monitoring of key strokes and other observation of activities which may result in suspension or modification of access rights of the employee.

NOW, THEREFORE, City of Racine employees who make, acquire or use unauthorized copies of computer software on City of Racine hardware shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

IN RECOGNITION OF THE POLICY STATED HEREIN, the undersigned City of Racine employee or temporary/seasonal employee agrees to use software applications on City of Racine microcomputers/personal computers only in accordance with the software license agreements, and to maintain the integrity of the system at all times.

Signature:

Date:

Printed Name: