

Section 1: PURPOSE

The purpose of this policy is to establish general procedures for the use of City of Manteca (“City”) owned computers and software. This policy shall apply to all employees, officials and volunteers utilizing computers with the City. Employees shall obey all laws of the State of California, and Federal Government, as they pertain to copyright and software licensing.

Section 2: POLICY

1. City of Manteca has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher.
2. City of Manteca will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited.
 - A. This includes software downloaded from the Internet, brought in from home, or borrowed.
 - B. The risk to City network security requires the prohibition of “instant messenger” software; such as, but not limited to: AOL Instant Messenger, Yahoo Messenger, MSN messenger, and ICQ.
3. In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of the City’s Information Systems Division.
4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for City employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate discipline, up to and including termination of employment.

5. City of Manteca reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of City computers to assure compliance, and the removal of any software found on the City of Manteca's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.