



**Title of Policy:** Software Use for Faculty and Staff

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Applies to (check all that apply):

Faculty  Staff  Students \_\_\_\_\_  
Division/Department \_\_\_\_\_ College \_\_\_\_\_

**Topic/Issue:**

Faculty and staff are eligible to use only software applications that have been purchased by the College and installed by a technician.

**Background to Issue/Rationale for Policy:**

To provide the necessary resources –software applications –for faculty and staff to perform their daily tasks.

**State/Federal Regulations Requirements (cite if applicable):**

- U.S. Copyright Law  
More information can be found at <http://www.copyright.gov/>
- Software manufacturer's License Agreement and Terms of Use

**Policy Language:**

It is the policy of Baltimore City Community College (BCCC) to provide software applications, on college-owned equipment, for faculty and staff to carry out their job requirements in the workplace. All software applications are licensed through BCCC; therefore, only faculty and staff who are currently employed at the College are entitled to this benefit. Faculty and staff are not allowed to install software applications on college-owned equipment without the assistance of a technician from the Computer and Information Technology Services (CITS) Department. Additionally, faculty and staff are required to comply with each application's terms of use.

**Implementation Date:** Upon Board Approval

**Originator/Division:** Computer Information Technology Services

**Approved by Board of Trustees:** April 27, 2010

***\*This policy once approved by the Board of Trustees supersedes all other policies.***