

**INSTITUTIONAL POLICY: GA-29**

**CATEGORY:** General Administration

**SUBJECT:** Computer Hardware and Software

**EFFECTIVE DATE:** March 10, 1993

**LAST REVISION DATE:** [N/A]

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I. Software

A. Approval and Legal Purchase

This institution neither supports nor condones the presence and/or use of any software that has not been legally purchased and/or registered. Any software that is installed and/or used on any computer within this institution without both administrative pre-approval and proof of legal status can and will be removed.

B. Responsibility for Software and Damage

Any software that has not been purchased or approved by the institution which is installed on any institutionally-owned computer is the sole responsibility of the person or persons who have made that installation. Any damage or loss caused by the improper installation or use of such software is similarly the responsibility of the person(s) installing and/or using the software.

Any civil or legal penalties arising from the use of illegal or unapproved software are the sole responsibility of the user of that software.

II. Hardware and Data Files

All state and federal regulations regarding the unauthorized use of computer equipment and data files will be strictly enforced..