

IT Security Standard:

Software Management Exceptions

Introduction

This document defines the identified specific exceptions to Bellevue College policy # 5250: *Information Technology (IT) Security* related to the Bellevue College IT security standard addressing “*Software Management*.” These exceptions will be reviewed on an annual basis or when changes are implemented, and will be maintained by the Bellevue College IT Security Administrator and/or the Dean of Information Resources.

Scope

This document exercises the exemption granted in the Department of Information Services (DIS) Information Technology (IT) Security Policy for Institutions of Higher Education, pursuant to RCW 43.105.200 and fulfills the requirement within the Bellevue College IT security standard addressing “*Software Management*” for documentation of the exceptions to the standard. Any deviations from the standard for either business necessity or platform implementation constraints will be appropriately established within this document.

Exceptions

A. Software Installation Exception

1. In compliance with the requirements of the Bellevue College IT security standard addressing “*Software Management*”, the primary responsibility for installation of software on Bellevue College-owned computers has been delegated by the Dean of Information Resources only to technical support personnel assigned to Computing Services, under the direction of the Director of Computing Services.
2. A standing exception to the standard is granted to technically qualified individuals within Information Resources, who may install software on their personally assigned Bellevue College desktop computers. This exception is granted to individuals permanently assigned to:
 - a. Computing Services
 - b. Technology Development and Support Services
 - c. Web Services
 - d. The IT Security Administrator
3. This exception does not require any of the identified individuals to do their own software installations, nor does it prohibit Computing Services desktop support and/or network server group personnel from appropriately installing software on desktop computers assigned to individuals covered by this exception.
4. This exception applies only to individually-assigned desktop computers and does not extend to any production network servers to which the individual may have access. All network installations must only be done by authorized Network Server Group personnel.
5. This exception does not relieve any individuals installing software on Bellevue College-owned computers from their duty to comply with all federal, state and local copyright laws, with all software manufacturers’ licensing requirements and with all Bellevue College software licensing policies, procedures and documentation requirements. Both Bellevue College-

owned and personally-owned software must be appropriately licensed and documented with Computing Services.

- a. Because this exception is being granted to facilitate the timely installation of software tools needed to perform daily tasks, individuals granted this exception *may* install software prior to licensing clearance by Computing Services, provided **all three** of the following requirements have been met:
 - i. The individual has a legally obtained copy of the software already available for installation.
 - ii. The individual has initially reviewed the application's licensing documentation themselves and believe their installation of the software on a Bellevue College-owned computer is in compliance with that license.
 - iii. A request to obtain and/or license the software for the individual has been submitted to Request Center.
 - b. If for some reason the licensing for the software cannot subsequently be independently verified and/or the installation is discovered to not be in order, software that has been installed pending Computing Services clearance must immediately be removed until an appropriate license can be acquired.
6. This exception does not grant to anyone—other than permanently-assigned Computing Services desktop support and/or network server group personnel—permission to install software on any Bellevue College-owned desktop computer except the one personally assigned to them.
- a. The Director of Computing Services *may* delegate permission to work in a desktop support capacity to any other qualified individual, when needed.
 - b. Individuals specifically given permission in those circumstances may install software on any Bellevue College-owned computer, as assigned. This may include classroom, lab or office installations.
7. All individuals installing software on Bellevue College-owned computers based on this exception must otherwise meet all other requirements described in the "Software Management" standard sections related to *Office Installations*, to the *Use of Personal Software for Work Purposes*, to the *Use of Bellevue College-owned Computers at Home*, and to the *Transfer and Disposal of Computers and Software*, as applicable.
8. Nothing in this exception relieves individuals installing software on Bellevue College-owned computers from meeting all expectations identified in the Bellevue College IT security standard addressing "*Technology Purchasing and Logistics*" when acquiring, configuring or moving software or hardware. All purchases of software must still go through Computing Services.

B. E-mail Receipts Exception

1. On-line software purchases

- a. Periodically, software purchased for use on campus is deliverable through online means only; no physical media is provided to Bellevue College.
- b. Additionally, sometimes the only proof-of purchase for application software obtained online is provided by the software manufacturer/distributor in the form of a web page notification or e-mail sent to the purchaser.
- c. In those circumstances where on-line means are the only method used to confirm the purchase of or to actually acquire software, the proof-of-purchase and original disk requirements of the standard do not need to be strictly met, but are these criteria instead:
 - i. All on-line notifications regarding proof-of-purchase will be printed and retained with the software documentation as though they were original receipts.

- ii. A copy of the downloaded application must be burned to disk and the disk appropriately labeled to indicate it is Bellevue College's original disk copy of the software. This disk will be stored as if it is the original media for the software.

Sanctions

Violations of the provisions of this, or any Bellevue College IT security standard or policy, will be dealt with immediately in the same manner as any violations of Bellevue College policies, and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including:

1. Permanent loss of computer use privileges;
2. Denial of future access to Bellevue College IT resources;
3. Disciplinary action – any disciplinary action will be taken in accordance with appropriate procedures as established by the Vice President of Human Resources (for employees) or the Associate Dean of Student Success (for students);
4. Dismissal from the college; and/or
5. Legal action.

Those users who misuse or abuse any computing or network resource may have their login accounts closed and access to the systems immediately terminated. Some violations of this standard may also constitute a state, local, or federal criminal offense.

Appendix A -- References

1. Bellevue College Policy #5100, *Software Licensing Compliance*
2. Bellevue College IT Security Standard: *Software Management*
3. Bellevue College IT Security Standard: *Technology Purchasing and Logistics*

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