

# SOFTWARE/HARDWARE POLICY AND PROCEDURE

**Purpose:** To ensure that the City & County of Broomfield software applications and hardware are in compliance with applicable licenses, notices, contracts, and agreements.

## **Policy:**

**Applicability:** All City & County of Broomfield Employees

## **Procedure:**

### **Acceptable use**

This section defines the boundaries for the “acceptable use” of the City & County of Broomfield’s electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by the City & County of Broomfield are to be used only for creating, researching, and processing company-related materials. By using the City & County of Broomfield’s hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as city, state, and federal laws and regulations.

### **Software**

All software acquired for or on behalf of the City & County of Broomfield or developed by company employees or contract personnel on behalf of the City & County of Broomfield is and shall be deemed City & County of Broomfield’s property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

### **Purchasing**

All purchasing of City & County of Broomfield software shall be centralized with the information technology department to ensure that all applications conform to corporate software standards and are purchased at the best possible price. All requests for corporate software must be submitted to the budget administrator for that department for approval. The request must then be sent to the information technology department, which will then determine the standard software that best accommodates the desired request.

### **Licensing**

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on City & County of Broomfield computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and

state law. In addition to violating such laws, unauthorized duplication of software is a violation of the City & County of Broomfield's Software/Hardware Policy.

#### **Software standards**

The following list shows the standard suite of software installed on company computers (excluding test computers) that is fully supported by the information technology department:

- Microsoft Windows 2002
- Microsoft Outlook 2003
- Microsoft Office 2002 (Access, Excel, PowerPoint, Word)
- Microsoft Internet Explorer 7.0
- Adobe Acrobat Reader 8.0
- IBM Client Access 5.7
- Webroot Spysweeper/Anti-virus

Employees needing software other than those programs listed above must request such software from the information technology department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

#### **Hardware**

All hardware devices acquired for or on behalf of the City & County of Broomfield or developed by City & County of Broomfield's employees or contract personnel on behalf of the City & County of Broomfield is and shall be deemed City & County of Broomfield property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.