



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Use and Duplication of Computer Software**  
**Number: 2.3.1.2**

Responsibility: Administrative Services (Information Technology Department)  
Last Updated: November 1, 2023  
Related Policy: 2.3.1 Information Technology Resources

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President

**Purpose:**

The purpose of this procedure is to establish guidelines regarding the installation, duplication, and use of computer software on College computers.

**Procedure:**

1. Installation of Software
  - a. Only software legally acquired by the College may be used on TCL computers.
2. Duplication of Software
  - a. In general, users are prohibited from copying TCL owned software. Exceptions must be authorized in advance by the CIO.
  - b. The loading of programs onto multiple machines constitutes the making of multiple copies. This is not permitted unless adequate licensure for that software has been obtained by the College.
  - c. Personally owned software generally may not be installed on TCL computers. Exceptions must be approved in advance by the CIO. In these cases, the user must provide adequate proof that he or she has a legal right to load the software. IT will not support personal software.
3. Use of Software
  - a. TCL owned software must be used only on TCL hardware and may not be copied for home use, unless specific allowances are made in the license for that software.
4. User Responsibility
  - a. In administrative offices, the individual employee is responsible for the legal use of software on hardware assigned to him or her.
  - b. In computer laboratories, the instructor and departmental head or dean are responsible for the legal use of software on the hardware located in the lab.

- c. Students are prohibited from copying software on College computers and from installing personal software.
- 5. Software Licenses
  - a. Original licenses, if received, will be maintained by the Purchasing Office.
  - b. License documentation for College-wide applications will be maintained by the IT department.
  - c. License documentation for user, class or department specific use will be maintained by the department responsible for purchasing the software.
- 6. Monitoring of Software Compliance
  - a. The IT Department is responsible for conducting periodic audits of computer software loaded on College computers. Violations will be reported to the appropriate department head or school dean.
  - b. Any violations will be corrected by the department head or school dean and reported to the appropriate President's Cabinet member.