




POLICY
Ohio Department of Taxation

Policy Description:
SOFTWARE Policy

Policy No: ODT – IT - 004

Authorities:

Ohio IT Policy ITP – E.8
Ohio IT Policy ITP- A.26

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Divisions With Primary Responsibility:

Information Services Division & Internal Audit

Revised Date:

1. Policy Purpose

The purpose of this policy is to establish controls for the use and protection of licensed software required to conduct official Ohio Department of Taxation (ODT) business.

2. Definitions

- 2.1 Licensed Software.** Software purchased from software publishers. When buying commercial software you are actually purchasing a license to use the software—you don't actually own the software itself. Commercial software is typically protected by copyright laws. Source code is not available for public view or modification.
- 2.2 Freeware.** Software protected by copyright laws and subject to the conditions defined by the holder of the copyright. Generally, modifications to the software are allowed, but the software can not be distributed for a profit.
- 2.3 Open Source Software (or Public Domain Software).** The original copyright holder explicitly relinquishes all rights to the software. All software assumes copyright unless specifically labeled as Open Source or Public Domain software. The source code is available to the public and modifications, enhancements to the software by the public are encouraged.
- 2.4 Personally Licensed Software.** Licensed software that was not purchased by ODT for use on ODT computers.
- 2.5 Shareware.** Software protected by copyright. Users of the software are required to pay nominal fees for the use of the software.

3. Policy Scope

The scope of this policy includes:

- All copyrighted software (i.e., licensed software, freeware, open source/public domain software, personally owned software, shareware, etc.).
- ODT computer and telecommunications systems as well as the employees, contractors, temporary personnel and other agents of ODT who use and administer such systems.

Specific rules regarding software downloads are outlined in policy ODT-IT-001, Electronic Mail & Internet Usage Policy.

4. Policy

ODT has established a Software Control Board (SCB) that is responsible for ensuring software used to conduct ODT business has been identified, accounted for, and properly licensed. The SCB has the authority to evaluate and determine the software installed on ODT workstations that will be used to conduct ODT business, and meets regularly to review new software requests. The SCB is made up of representatives from the Information Services Division (ISD) and Internal Audit (IA).

The SCB is responsible for the evaluation and/or authorization of software that is acquired by ISD in support of projects and/or software that is intended for use on ODT workstations. This board is also responsible for addressing miscellaneous requests for new software initiated by users throughout ODT.

4.1 Authorized Software. ODT will maintain a list of authorized software that is used to conduct official ODT business.

4.1.1 ODT Licensed Software. Software acquired for official ODT business will be licensed in the name of the Department (not an individual) when possible.

4.1.2 Software Inventory. ODT will maintain an inventory of all authorized software acquired and installed. If manufacturer registration is available, licensed software will be registered. Software license records will contain the number of licenses and the duration/expiration of the licenses. These records include the following:

- Purchase documentation
- Number of licenses
- Serial numbers, access codes, or license keys
- Location and quantity of original media
- Location of each installation of the licensed software
- Evidence of registration

- Actual license agreement

4.2 Software Installation. Refer to ISD software installation procedures for detailed information on software authorization and installation.

4.2.1 Installing Software on Privately Owned Computers. ODT personnel who have ODT-licensed software installed on their privately owned computers are required to sign an acknowledgement document outlining their responsibilities regarding the use and disposal of the software

4.2.2 Test/Trial Software. ODT personnel who are assigned to test software or evaluate software using a limited or trial software license are required to submit a Customer Service Request (CSR) for the software, which will be kept on record by ODT Software Compliance personnel. The requestor is responsible for ensuring compliance with all licensing agreements, and is responsible for software removal when the testing is completed and/or the trial period expires.

4.2.3 Installing Personally-Licensed Software. ODT does not permit the use of personally licensed software on ODT-owned computers.

4.2.4 Software Installation. Prior authorization is required to install or use software on ODT-owned equipment. All software must be requested by submitting a Customer Service Request (CSR).

4.2.5 Approval of Software Requests. All software requests are evaluated on the basis of a demonstrated business need, and the existence of ODT standardized software that performs similar functionality. Approval will be based on the results of ISD's risk assessment & supportability assessment of the requested software. The SCB and/or its delegates are responsible for conducting software evaluations.

4.3 Software Audit. Periodic software audits will be conducted to inspect all ODT servers, ODT personal computers, and ODT mobile computing devices to ensure only authorized software is installed.

4.3.1 Software Discrepancies. If discrepancies are found, corrective action will be taken to ensure only authorized and properly licensed software is installed. Unauthorized software may be removed without prior authorization or notification.

4.4 Software Disposal. Care will be taken to ensure all IT equipment that is recycled or salvaged is processed as necessary to comply with the terms of

license agreements and to prevent unauthorized use of licensed software. In most cases, disks are destroyed in order to prevent unauthorized use of data and/or licensed software contained on the disk.

- 4.5 Copyrights.** All violations of software copyright laws are strictly prohibited.
- 4.6 Education and Awareness.** Software licensing topics are included in ODT's Security Awareness Training program.