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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Computer Software Protection** **3.13**
Responsible Division: Administrative
Date Approved: October 1992

1. Southwestern Community College licenses the use of its computer software from a variety of outside companies. Southwestern Community College does not own this software or its related documentation and unless authorized by the software developer, does not have the right to reproduce it.
2. Southwestern Community College employees learning of any misuse of software or related documentation within the college shall notify their immediate supervisor.
3. The Copyright Act of 1976 imposes fines of up to \$250,000 and prison sentences of up to five years on persons convicted of software piracy.
4. Southwestern Community College employees caught making, acquiring or using unauthorized copies of computer software will be disciplined as appropriate under the circumstances. These stipulations apply to SCC students using college equipment.

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