POLICY

Purpose

To establish a general framework for the responsible management of software across Ocean County College (OCC), ensuring compliance with legal, licensing, cybersecurity, and accessibility standards.

Scope

This policy applies to all software installed, used, transferred, or removed on OCC-owned or managed systems, including computers, servers, and peripheral devices. It also applies to any external systems that interconnect with OCC infrastructure or exchange data with OCC systems.

Policy Statement

Ocean County College maintains a technology infrastructure to support its academic and administrative mission. All software used within this environment must be acquired, installed, and managed in accordance with applicable laws, licensing agreements, accessibility standards, and institutional procedures.

College personnel are expected to comply with federal laws and commercial software license agreements when acquiring and using software. Unauthorized installation, transfer, or removal of software is prohibited.
This policy does not govern instructional use of copyrighted software under the "fair use" provisions of the 1976 U.S. Copyright Act and the Fair Use Guidelines for Educational Multimedia. OCC must also comply with the Gramm-Leach-Bliley Act (GLBA), which requires adherence to the security controls outlined in the National Institute of Standards and Technology (NIST) Special Publication 800-171, Revision 3.

Governance and Compliance

The Office of Information Technology (OIT) is responsible for oversight of software management, including licensing, inventory, accessibility, and compliance. The IT Governance Council provides review and approval prior to acquisition, including verification of compliance with the Web Content Accessibility Guidelines (WCAG), published by the World Wide Web Consortium (W3C), to ensure software supports inclusive access for individuals with disabilities.

Exceptions

Exceptions to this policy must be documented and approved by the IT Governance Council. Each exception must include a justification and a risk mitigation plan. Exceptions may apply to legacy systems, proprietary platforms, or systems not under OCC's direct control.

ADOPTED: December 8, 1997
Revised: October 9, 2025

<u>**PROCEDURE**</u>

Objective

To define operational procedures for acquiring, installing, transferring, and removing software in accordance with OCC's policy and applicable standards.

Software Acquisition Process

College employees shall follow these steps when acquiring software using restricted or unrestricted funds from departmental budgetary accounts:

1. The user department generates a purchase requisition, which must be approved by the department's budget manager. The approved requisition is submitted to the Purchasing Department.
2. Administrative Services forwards the requisition to IT Governance for technical review and advisory input, including verification of WCAG compliance.
3. Upon approval by IT Governance, the Purchasing Department confirms pricing.
4. Pricing and product details are reviewed with the user department. Technical questions are addressed in consultation with the user and the Office of Information Technology.
5. Once a decision to award is made and Board approval is obtained (if necessary), a purchase order is issued.
6. For Master Site Licenses, the Director of Purchasing reviews the agreement and forwards it to the College Attorney if necessary. The original agreement is retained by the Purchasing Department.

General Acquisition Methods

Software may be acquired through various channels, including institutional purchasing, publisher-provided materials, vendor demonstrations, or online sources—some of which may be free of charge. Regardless of the acquisition method or cost, no software may be installed on Ocean County College systems or devices without prior notification to the Office of Information Technology (OIT) and submission of acceptable documentation verifying ownership, compliance with required security standards, and adherence to accessibility protocols as defined by the Americans with Disabilities Act (ADA) and the Web Content Accessibility Guidelines (WCAG).

Installation and Licensing

- OIT is responsible for installing software and maintaining the official software inventory.
- All software must be scanned for viruses or malware prior to installation.
- Licenses and subscriptions must be submitted to OIT for tracking and compliance.
- Faculty and staff must consult the Purchasing Office before downloading software that involves financial commitments.

Textbook Software

- Software provided by publishers may only be used if the associated textbook is officially adopted by the College.
- Sample or demo software must be treated as shareware and removed if the textbook is no longer in use.

Software Use

- Users must comply with all licensing terms, including restrictions on copying and distribution.
- Backup copies may only be made if permitted by the license.
- Site-licensed software must be used strictly within the terms of the license agreement.

Software Transfer

- Software may be transferred between OCC-owned devices only with OIT approval and verification of licensing compliance.

Software Removal

- Software must not be removed from OCC systems without notifying OIT.
- OIT is responsible for updating the software inventory and disposing of removed software in accordance with institutional and legal requirements.

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