



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy:	DOC 1.7.14 SOFTWARE LICENSES
Chapter X:	ADMINISTRATION AND MANAGEMENT
Section X:	Information Systems
Effective Date:	December 1, 1996 Page 1 of 2
Revised:	June 12, 2018
Signature:	/s/ Reginald D. Michael

I. POLICY

The Department of Corrections requires that software used on Department computers have a current and legal license authorizing its use and that software is used in accordance with the terms and conditions of its license.

II. APPLICABILITY

All Department divisions, facilities, or programs.

III. DEFINITIONS

Acquisition – To purchase, lease, rent, or acquire hardware and/or software by any method.

ITPR – Information Technology Purchase Request; the Department form used to request the acquisition, installation and use of IT resources, such as software or hardware.

NIST – National Institute of Standards and Technology; standards group whose policies and procedures have been adopted by the State of Montana in regard to electronic data.

NSU – The Network Support Unit of the Department of Corrections.

State Networked Machines – Any Department owned device attached to any Department of Administration/State Information Technology Services Division managed network which includes SummitNet and ICON.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. The NSU configures new computers with an operating system and standard set of productivity software on state networked machines.
2. If additional software is required to perform job functions on any computing device, an ITPR must be submitted in accordance with *DOC Policy 1.7.2 IT Hardware, Software, and Contracted Services Standards*.
3. Upon approval of an ITPR for a directly supported NSU system, the NSU will arrange:
 - a. the acquisition and tracking of the software license; and
 - b. installation on a networked device, upon receipt of the software license.

Subject: SOFTWARE LICENSES

4. A program administrator, or designee, acquiring software for offender-use, non-networked computers will:
 - a. track the software license; and
 - b. install the software on the offender-use computer(s).
5. When a computer is to be disposed of, the NSU will remove all data from the computer prior to pick up in accordance with *Montana Operations Manual Policy 1240x04, Disposal of Computers*.
6. Software licenses must be acquired in accordance with *DOC Policy 1.7.2 IT Hardware, Software, and Contracted Services Standards*.

V. CLOSING

Questions concerning this policy should be directed to the Department's Chief Information Officer (CIO).

VI. REFERENCES

- A. 2-17-504, MCA; 53-1-203, MCA
- B. DOC Policies 1.7.2 IT Hardware, Software, and Contracted Services Standards; 1.7.9 Acceptable Use of IT Resources
- C. POL-Information Security Policy

VII. ATTACHMENTS

None