



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

Policy No. DOC 1.7.14	Subject: <b>SOFTWARE LICENSES</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 7: Information Systems	Effective Date: Dec. 1, 1996
Signature: /s/ Mike Batista, Director	Revised: 06/26/2015

## **I. POLICY**

Montana 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 divisions, facilities, or programs Department-owned and contracted, as specified in contract.

## **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 non-standard 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.

NSB – The Network Support Bureau 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**

1. The NSB 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, a supervisor may fill out an ITPR and fund the software acquisition 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 NSB system, the NSB will arrange:
  - a. the acquisition and tracking of the software license; and
  - b. installation on a networked device, upon receipt of the software license.
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).

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5. When a computer is to be disposed of, the NSB 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; 1.7.6 Unlawful Use of IT Resources; 1.7.9 Acceptable Use of IT Resources*
- C. *ENT-SEC-141 Enterprise IT Policy*
- D. *NIST Recommended Computer Security Procedures, paragraph 11.03*
- E. *FISCAM AC 3.4*
- F. *NIST Special Publications 800-18 (4.4.5) and 800-26 (3.2.12, 8.2.8, 8.2.9)*
- G. *NIST System Development Life Cycle Management*
- H. *Montana Operations Manual Policy 1240x04, Disposal of Computers*

**VII. ATTACHMENTS**

None