
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE INFORMATION TECHNOLOGY SECURITY PLAN

IT Asset Management: *Software License Management License Approval Procedure*

In accordance with the [COV ITRM 501-01](#), software management must be implemented to ensure the System Office and Colleges are in compliance with applicable laws. Maintenance of proper software security requires that the System Office and colleges take the necessary steps to ensure proper software and documentation is maintained for all Commonwealth of Virginia systems.

There are times when faculty and staff may need to have software loaded to use with their classes, or to access publisher material, or for a variety of reasons. Requests for this should be made with the appropriate personnel at the college, but must be approved as follows:

- The CIO, or their designee, will verify licensing requirements are being met.
- Software should be loaded into a test environment/testing lab if that is available.
- Alternatively, software can be loaded on any computer if it meets ALL of the following:
 - The software is from a recognized source (either as physical media or a reputable download site).
 - The software is legally licensed (either there is a license or the use rights allow it to be loaded).
 - The software is an original copy (vs. a home-made copy).
 - The software is being used for a reasonable legitimate business need as defined by the end user (e.g. not to help run their eBay business or sort home photos).
 - The software version is currently supported by the publisher and not more than one version behind the current version.
 - The software is not a BETA version.
 - The software is widely used and not known to have serious vulnerabilities or legal liability issues.
 - Software that does not meet the criteria above should be researched online or undergo testing by IT staff prior to installation to ensure safety.

Colleges may reserve the right to deny the installation of any software

Installations should be auditable and allow for a thorough and appropriate review. (Jan 2010 VCCS revision)

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Requirement: The System Office and colleges must have a procedure in place to ensure that only approved software is used on all IT systems. The procedure defined by SVCC is as follows:

1. SVCC IT staff will maintain a list of approved software. All software on the list will have proper license documentation.
2. Require the use of **only agency approved software and service provider approved systems management software** on IT systems. **(Jan 2010 Revision)**
3. New software may be requested by whatever documented process deemed necessary by the SVCC IT staff, (email, request form, etc). The SVCC IT staff must document the addition of new software by completing the IT Asset Management: *Configuration Management and Change Control*, Change Request Procedure and associated forms. (Attachment J 3.1)
4. If new software is approved, it will be added to the approved software list as per the requirements of the IT Asset Management: *Software License Management* standard via the use of the IT Asset Management: *Software License Management*, Addition to Approved Software Form (Attachment J 2.1) and must be signed by the IT Network Administrator or appropriate IT staff member as designated by the administrator.

SVCC will require that personal software not be installed on COV IT systems.

Requirement: The System Office and all colleges must have procedures in place to periodically access that all software is used in accordance with license agreements. The procedure to accomplish this as defined by SVCC is listed below.

1. The IT Staff will maintain copies of the approved software list.
2. IT Staff will maintain copies of the IT Asset Management: *Configuration Management and Change Control*, Change Request Form. (Attachment J 3.1)
3. IT Staff will assess that all software currently in use is used as per it's respective license agreements annually, prior to June 15, and document the same by editing the approved software list and updating the list to reflect any changes and the date of the final review. The College ISO and IT Network Administrator or designee must review and sign the updated list. The updated list will be maintained by SVCC IT staff.

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4. Installation of all approved software must be done by SVCC IT Network Services staff; Software is to be approved by SVCC IT staff. All other software installation is prohibited.

Exceptions: Legacy and other software used for instructional and/or testing purposes may be exempt from the requirements of the SEC-501 if:

1. The software is installed on a standalone computer or on systems that are securely segmented from the administrative network and services.
2. If installed for other than testing purposes, the software must be documented as per above requirements for adding new software via the use of the IT Asset Management: *Software License Management*, Addition to Approved Software Form (Attachment J 2.1) and must be signed by all appropriate personnel.