



Department of  
**Education**

# **Software Use Policy**

Effective date: 5 July 2016

Version: 2.1

Last update date: 1 August 2018

## Table of contents

<b>1. Policy statement</b>	<b>3</b>
<b>2. Policy rules</b>	<b>3</b>
<b>3. Responsibility for Implementation and Compliance</b>	<b>3</b>
<b>4. Scope</b>	<b>3</b>
<b>5. Supporting Procedures</b>	<b>3</b>
<b>6. Definitions</b>	<b>3</b>
<b>7. Related documents</b>	<b>5</b>
<b>8. Contact information</b>	<b>5</b>
<b>9. History of changes</b>	<b>6</b>
<b>10. More information</b>	<b>7</b>
Policy review date	7
Policy last updated	7

## 1. Policy statement

All Department employees must abide by the legal use of software in line with the licensing terms and conditions of the software author.

## 2. Policy rules

Line managers and principals must confirm that documented procedures are in place for managing the record keeping, management, procurement, registration, installation, use, transfer and disposal of software licences within the workplace in accordance with the Software Use Procedures.

## 3. Responsibility for Implementation and Compliance

Line managers and principals are responsible for the implementation of the policy.

Line managers are responsible for compliance monitoring.

## 4. Scope

This policy applies to all employees.

## 5. Supporting Procedures

[Software Use Procedures](#)

## 6. Definitions

### Copyright

Is a form of property and legally allows the owner of copyright materials to control how and when these materials are used.

## **Employee**

A person employed under the School Education Act 1999 or the Public Sector Management Act 1994.

## **Software licence / Licence agreement**

Acquisition of a software licence grants the user permission to use software subject to the defined terms and conditions.

### **Guidance**

There are many types of Software Licence Agreements and the mechanism by which the user enters into the agreement can vary depending on the type of licence.

For example, by clicking on the 'Agree' button before accessing downloadable software or opening a shrink-wrap package the user is considered to have accepted the legally binding terms and conditions of the agreement.

When you purchase a licence, you are not purchasing the software; you are purchasing the right to use it.

## **Software**

A general term to describe computer programs and includes operating systems; business applications such as databases, spreadsheets and word processing programs; specialist applications for administration, desktop publishing, graphics, accounting, communications, utilities and/or programming languages or development tools.

Software may be available via discs, internet download and websites or as a service.

## **Workplace**

Encompasses places where employees are, or are likely to be, during the course of their work. This includes places attended during activities sanctioned by the Department.

## 7. Related documents

### Relevant legislation or authority

[Copyright Act 1968](#)

### Related Department policies

[Records Management](#)

[Intellectual Property](#)

### Other documents

[Records Management Manual \(School College and Campus Records\) \(staff only\)](#)

[Copyright for Schools Guidelines](#)

## 8. Contact information

### Policy manager:

Director, ICT Operations and Customer Service

### Policy contact officer:

Service Level Manager, ICT Operations and Customer Service

T: (08) 9264 5520

## 9. History of changes

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<b>Effective date</b>	5 July 2016
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	Major review undertaken and policy reformatted into policy and procedures. Endorsed by the Director General at Corporate Executive on 27 May 2016

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<b>Effective date</b>	5 July 2016
<b>Last update date</b>	1 August 2018
<b>Policy version no.</b>	2.1
<b>Notes</b>	Minor changes to contact information to reflect organisational changes D18/0336892.

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## 10. More information

### Supporting content

#### Procedure

[Software Use Procedures](#)

### Policy review date

5 July 2019

### Policy last updated

22 August 2018

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