

Republic of Nauru



INFORMATION, COMMUNICATIONS & TECHNOLOGY POLICY

USE OF SOFTWARE POLICY

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Purpose

- a) This policy provides guidelines for the use of software for all employees within the Government of Nauru to ensure that all software use is appropriate.
- b) Under this policy, the use of all open source and freeware software will be conducted under the same procedures outlined for commercial software.

Procedures

I. Software Licensing

- a) All computer software copyrights and terms of all software licences will be complied with by all public service employees.
- b) Where licensing states limited usage (i.e number of computers or users etc.), the IT Specialist and department manager must ensure these terms are complied with.
- c) The IT Specialist is responsible for completing a software audit of all hardware twice a year to ensure that software copyrights and licence agreements are adhered to.

II. Software Installation

- a) All software must be appropriately registered with the supplier where this is a requirement.
- b) The Department of ICT shall be the registered owner of all software that are purchased by the Government of Nauru.
- c) Only software obtained in accordance with the getting software policy is to be installed on the Government of Nauru computers.
- d) All software installation is to be carried out by technicians from the Department of ICT.
- e) A software upgrade shall not be installed on a computer that does not already have a copy of the original version of the software loaded on it.

III. Software Usage

- (a) Only software purchased in accordance with the software policy is to be used within the Government of Nauru IT system.
- (b) Prior to the use of any software, an employee must receive instructions from the Department of ICT on any licensing agreements relating to the software, including any restrictions on use of the software.
- (c) All employees must receive training for all new software. This includes new employees to be trained to use existing software appropriately. This will be the responsibility of the Department of ICT or department manager.
- (d) Employees are prohibited from bringing their personally owned software and loading it onto the Government of Nauru computer hardware.
- (e) Unless express approval from the Department of ICT or IT Specialist is obtained under extraordinary circumstances, no software can be taken home and loaded onto an employee's home or personal computer.
- (f) Where an employee is required to use software at home, an evaluation of providing the employee with a portable computer should be undertaken in the first instance. Where it is found that software can be used on the employee's home computer, authorisation from the department manager is required to purchase separate software if licensing or copyright restrictions apply. Where software is purchased in this circumstance, it remains the property of the Government and must be recorded on the software register by an IT Specialist or department manager.
- (g) Unauthorised software including personal software must not be used within the Government IT system. This includes the use of software owned by an employee and used within the public service.
- (h) The duplicating, acquiring or use of software copies is prohibited. Any employee who makes, acquires, or uses unauthorised copies of software will be referred to the department manager for disciplinary action. The illegal duplication of software or other copyrighted works is not condoned within this government and IT Specialist is authorised to undertake disciplinary action where such event occurs.

Breach of Policy

- (a) Where there is a breach of this policy by an employee, that employee will be reported to Head of Department for disciplinary action.
- (b) Where an employee is aware of a breach of the use of software in accordance with this policy, such employee must immediately notify the Department of ICT. In the event that the breach is not reported, and it is determined that an employee failed to report the breach, then that employee will be referred to Head of Department for disciplinary action