

**HISTORIC ST. MARY'S CITY COMMISSION
SOFTWARE CODE OF ETHICS
COMPLIANCE PROCEDURE**

The College provides the members of the campus with a choice to have software applications installed by the Office of Information Technology (OIT) or installed by a designee. The installer can be the individual user of the computer but, in all cases, the installer is responsible for compliance with Federal copyright statutes, the State Software Code of Ethics, and maintaining adequate software records for audit purposes.

All College employees must sign the State of Maryland Software Code of Ethics. All orders for software must be signed by the Assistant Vice President of Information Technology in accordance with the College's procurement regulations. All College owned software must be registered and, where possible, original disks provided to the OIT for archiving. Privately owned software will not be archived by the OIT. Back ups of original disks may, and should be, kept by the installer.

The State Software Code of Ethics only pertains to software not in the public domain.

**STATE OF MARYLAND
SOFTWARE CODE OF ETHICS**

Unauthorized duplication of copyrighted computer software violates the law and is contrary to the State's standards of conduct. The State disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:

1. The State will not permit the making or using of unauthorized software copies under any circumstances.
2. The State will provide legally acquired software to meet its legitimate software needs in a timely fashion and in sufficient quantities to satisfy those needs.
3. The State will enforce internal controls to prevent the making or using of unauthorized software copies, including measures to verify compliance with these standards and appropriate disciplinary actions for violations of these standards.

My signature indicates that I have read and understand this State of Maryland Software Code of Ethics. I understand that making or using unauthorized software will subject me to appropriate disciplinary action. I understand further that making or using unauthorized software may also subject me to civil and criminal penalties.

Signature: _____ Date: _____
NAME: (Please Print): _____
Department: _____