

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

ADMINISTRATION MANUAL

SUBJECT: DUPLICATION OF SOFTWARE

NO: AM 3.25

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PURPOSE:

To describe WCRH's position concerning software duplication and to ensure compliance with federal copyright laws and ethical practices.

POLICY:

Duplication of software is prohibited, except for backup purposes.

PROCEDURE:

1. Under federal copyright law, it is considered a violation to duplicate copyrighted software, except for purposes of backup. The software loaded on the hard drive may not be duplicated for use on any other PC.
2. If one needs to use company software at home, Information Systems/Administration must be consulted before removing the software from the premises.
3. Any employee found copying software for other than backup purposes is subject to disciplinary action.

Administrator