

DEPARTMENT OF AGRICULTURE

USE OF SOFTWARE POLICY

1. INTRODUCTION

The department of Agriculture wants to ensure that all computers are loaded with legal software. It is illegal to use, acquire or duplicate computer software without the proper licenses or authorization. Any illegal action in regard to piracy of computer software could lead to legal action against the department. This policy was developed as a control and monitoring mechanism to manage the computer software utilized by users of this department. The control mechanisms and monitoring actions has to be preformed to eliminate this risks that will lead to litigation and legal actions against the department.

2. PURPOSE

The purpose of this policy is to manage the use all computer software, to eliminate piracy of software and avoid legal actions and litigations against the department.

3. PROCEDURES TO BE FOLLOWED TO OBTAIN LEGALISED SOFTWARE

- 3.1 User should complete required IT request form and be submitted to the IT section for evaluation.
- 3.2 The IT section should submit adequately motivated and complete IT request form to the departmental Information Technology Committee. No amendment should be made on approved IT request, unless again approved by the Head of Department.
- 3.3 After, approval the user will receive approved IT request and thereafter, the user should attach to it a complete LOG1 form. The documentation should be submitted to the Procurement/Provisioning section for placement of an order. The copy of an order voucher should be forwarded to the IT section.
- 3.4 The computer generated order should be provided to the appropriate service provider or supplier. The supplier should deliver the software to the IT section as requested by the Head of Department. No IT equipment or Hardware/ Software

4. DEPARTMENTAL RESPONSIBILITY

- 4.1 Each Directorate must provide copies of legally acquired computer software to meet all legitimate needs in time and in sufficient quantities for all computers.

- 4.2 The managers must ensure that computer software that was downloaded was acquired through proper channels.
- 4.3 The use of software obtained from any unauthorised computer source, present security and legal 'threats' to this department, such use is strictly prohibited.

5. COMPUTER USER'S RESPONSIBILITY

- 5.1 A computer user must only acquire and use authorized computer software.
 - 5.2 only in instances where the license agreement for a particular computer software program permit an additional copy to be placed on a portable computer or other PC for official purposes, may such software program be loaded on a portable computer or other personal computer.
 - 5.3 A computer user may not make such additional copies of computer software or documentation relating to the computer software without the approval of the Departmental Information Technology Committee.
 - 5.4 Proper channels must be followed to obtain computer software authentic certificates.
 - 5.5 The user is not allowed to keep or possess any software packages and licenses.
 - 5.6 Any software packages and licenses must be submitted to IT section.
 - 5.7 Users are not allowed to temper with or backward engineering of any legal purchase software.
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6. IT SECTION'S RESPONSIBILITY

- 6.1 IT section should only load and install legalized software. The procurement of software should be recommended by Departmental Information Technology Committee and approved by the Head of Department.
- 6.2 The software packages and licenses should be recorded on the required register.
- 6.3 The IT section has an authority to remove software from computers.
- 6.4 The IT section should perform announced and unannounced audits of computer to ensure compliance with this policy.

7. LAW ENFORCEMENT AND VIOLATIONS

- 7.1 Department Information Technology Service Component, together with management, is responsible for the implementation and enforcement of this policy.
- 7.2 Investigations must be conducted for alleged or suspected non-compliance with this policy,
- 7.3 Unauthorised acquisition, use, duplication of computer software or any other action in relation to computer software that is a violation of the law by computer users of the department are prohibited.
- 7.4 Computer users of the department who make, acquire, or use unauthorized computer software or perform unauthorized action in relation to computer software will be subjected to disciplinary action in terms of the Disciplinary Code and Procedures of the Public Service.
- 7.5 Should the department suffer any loss or damage through the unauthorized actions by a computer user such value of the loss or damage will be recovered from the person responsible in accordance with Regulation 12 of the Treasury Regulations, 2001.

8. CONTROLLING AND MONITORING ACTIONS

- 8.1 The department must uphold the law and protect its investment in computer software. Therefore, strong internal control measures to prevent any unauthorized actions in relation to computer software will be enforced
- * 8.2 Internal control measures may include frequent and periodic assessment of software use, announced and unannounced audits of computers to ensure compliance with this policy.
- 8.3 Representative of the department Information Technology Services Component will remove any unauthorized software found on any computer of the department.

9. WRITTEN AGREEMENT REQUIRED

- 9.1 All computer users of the department must acknowledge acceptance of and compliance with the 'Use of Software' policy by signing the attached declaration,
- 9.2 The declaration is attached as annexure 'A'. Each Manager must ensure that signed declarations of all computer users are received and placed on record: A copy of signed declaration must be forwarded to IT services component.

9.3 The user should give employer consent to intercept his/her communication and/or privacy by signing the declaration form. This is in line with Regulation of Interception of Communications and Provision of Communication-Related Information Act. 2002 (Act No. 70 of 2002),

11. PARTIES CONSULTED

National Intelligent Agency
Department of Premier - State Law Advisors

ANNEXURE 'A'

DEPARTMENT OF AGRICULTURE

DECLARATION BY

Name: _____ **Persal:** _____

IPAddress: _____ **Directorate:** _____

I hereby declare that I:

1. Read and understood the contents of the Policy - Procurement, Safekeeping and Maintenance of IT Resources.
2. Agree to comply with the contents mentioned in the above-mentioned policy.
3. Will be subject to disciplinary action in terms of the Disciplinary Code and Procedures of the Public Service for violation of the above-mentioned policy.
4. Allow my employer to investigate and institute charges against me or any violation of this policy.
5. Give my employer permission to intercept my communication, privacy and government property (Hardware/Software) in terms of Regulations of Interception of Communication and Provision of Communication-Related Information Act, 2002 (Act No. 70 of 2002)

SIGNATURE OF USER

DATE: _____

WITNESS:

FULL NAME: _____

DATE: _____