

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>4</u> .
Hardware and Software Management	NUMBER: 05-OIT- 01
RULE/CODE REFERENCE: 2913.05(B)(2), 2909.04, 2913.04(J)(1)	SUPERSEDES: 05-OIT-01 dated 02/07/08
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 9, 2015
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is identify the procedures for purchasing, installing, and removing authorized copies of Department of Rehabilitation and Correction software and to define the duties of DRC System Asset Coordinators in order to ensure compliance with all applicable copyright licensing statues between DRC and software vendors.

**III. APPLICABILITY**

This policy applies to all DRC employees, contractors, volunteers, interns and other agents of the State.

**IV. DEFINITIONS**

**Authorized Copies** – Copies of software that have been approved for DRC business purposes by the DRC Chief of the Bureau of Information Technology Services (BITS) or designee, purchased pursuant to all applicable DRC purchasing guidelines to be used in a manner that complies with copyright statutes pertaining to purchased software and installed only on DRC system assets pursuant to the configuration standards established by BITS.

**Enterprise License** – A license agreement that permits the subscriber to use the software anywhere on the subscriber’s enterprise network in lieu of purchasing individual licenses for each user.

**Hardware** – The tangible, material parts of any information technology device or system including desktop computers, laptops, tablet personal computers, keyboards, speakers, printers, central processing units (CPU), disk drives, tape drives, servers, switches, routers, cable, fiber, etc. DRC information technology hardware is subject to the requirements contained in Department Policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.

**Intellectual Property** – Intellectual property is an asset which can be bought, sold, licensed, exchanged, or gratuitously given away like any other form of property. The intellectual property owner has the right to prevent the unauthorized use or sale of the property.

**Site License** – A license agreement that permits the subscriber to use the software at a specified site or location without a limit on the number of users.

**Software** – The intangible computer programs, procedures, algorithms, related data and associated documentation stored in an information technology device or system, that could be licensed intellectual property or open source, whose purpose is to provide the instructions for the operation of a data processing program or system. Examples of software include middleware, programming software, system software and operating systems, testware, firmware, freeware, retail software, device drivers, programming tools and application software. DRC information technology software is subject to the requirements contained in Department Policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.

**System Assets** – Computer hardware, software, networks, data and/or other services or resources that are necessary to support the information technology requirements of the Ohio Department of Rehabilitation and Correction and, therefore, must be protected by the appropriate security requirements to ensure business continuity.

**System Asset Coordinator** – The person designated by the Managing Officer at their respective site responsible for maintaining accurate records and documentation pertaining to the purchase and inventory of hardware and software system assets utilized for DRC business purposes.

#### IV. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to utilize only authorized copies of software and to comply with all applicable copyright licensing statutes between DRC and the vendor. This software shall be approved by the DRC Chief of BITS or designee, shall be purchased pursuant to all applicable DRC purchasing policies and procedures, shall be installed only on DRC system assets pursuant to the configuration standards established by BITS, and shall be used only in a manner that complies with copyright statutes pertaining to purchased software that has been approved for DRC business purposes.

#### V. PROCEDURES

##### A. Purchases of Authorized Copies of Software

1. The DRC Chief of BITS or designee shall be responsible for:
  - a. Establishing DRC software standards for all DRC system assets.
  - b. Identifying and purchasing all enterprise license software necessary for DRC system assets.
  - c. Overseeing the configuration and installation of all DRC enterprise license software.
  - d. Providing information and direction to DRC System Asset Coordinators in matters pertaining to the licensing, purchase, configuration and installation of DRC software.

2. When software is necessary for the operation of any DRC system asset for DRC business purposes, one copy of the software shall be purchased for each system asset requiring the software at a site except where a site license or enterprise license is in effect.
3. Purchases of all non-enterprise and non-standard vendor software by any DRC subdivision of authority shall be initiated by completing an Equipment Justification Statement form (DRC1287) together with a State of Ohio Request to Purchase form (DRC1918) which shall be submitted to the DRC Chief of BITS, who shall review and approve or disapprove the purchases and advise the requestor accordingly.
4. The purchase of any non-enterprise or non-standard hardware or software shall be approved by the Chief of BITS. These purchases shall be initiated by completing an Equipment Justification Statement (DRC1287), with a State of Ohio Request to Purchase (DRC1918), which shall be submitted to the DRC Chief of BITS, who shall approve or disapprove the purchase and advise the requestor accordingly.
5. All other purchases of approved DRC system asset hardware and software shall proceed pursuant to all applicable DRC purchasing policies.
6. The DRC Chief of BITS or designee shall maintain an approved hardware and software system asset procurement list which will contain standard hardware and software configurations and components that are approved by the Department of Administrative Services, Office of Information Technology and are compatible with DRC networks, infrastructure and online information systems. The Chief of BITS or designee shall update the approval list at regular intervals and distribute the list to all DRC information technology staff members in the regions and at the Operation Support Center and to all DRC System Asset Coordinators.
7. The DRC Chief of BITS or designee, in consultation with the appropriate DRC Managing Director or designee, shall approve the use of all information technology (IT) vendors or contractor providing agency/enterprise system asset IT services or products to DRC.

**B. Installation/Removal of Hardware/Software by Approved IT Vendor or Contractor**

1. When an IT vendor or contractor is approved by the DRC Chief of BITS to provide an agency/enterprise service and/or product to DRC, which involves the installation of software or hardware on DRC system assets, the following must be present at the site of the installation:
  - a. A copy of the original software license;
  - b. A statement of software ownership for the purpose of the services or product being provided;
  - c. A statement from the owner of the software license that they are in full compliance with the appropriate copyright laws and.
2. Installations of all DRC system asset hardware and software components are to be completed by qualified state employees or IT vendors or contractors approved by the DRC Chief of BITS.

3. When the engagement for services or products with an approved IT contractor or vendor is terminated, a DRC technical staff member assigned by the DRC Chief of BITS shall ensure that the hardware or software attached to the DRC system by the vendor or contractor is removed from the applicable DRC system assets and that the appropriate DRC System Asset Coordinators are advised accordingly.
4. When a DRC technical staff member discovers that non-standard hardware or software components have been attached to DRC system assets and the non-standard hardware or software has not been approved by the Chief of BITS or it interfere with DRC business operations the technical staff member shall report the discovery to the DRC Chief of BITS who shall determine if the hardware or software will be removed.

### **C. Copyrights of Software**

Use of software in violation of copyright statutes is prohibited including copying or using existing software in violation of copyright statutes. Copyrighted regulations are included in the package with each copy of the purchased software or, if downloaded from the internet, are otherwise available on the software provider's intranet site. If a question arises regarding software copyright issues, the DRC technical staff member installing the software on a DRC system asset shall contact the DRC Chief of BITS ore designee to ensure there is no copyright infringement violation.

### **D. Duties of the System Asset Coordinator**

All sites shall have a System Asset Coordinator designated by the Managing Officer. BITS shall serve as the System Asset Coordinator for the Operation Support Center. The System Asset Coordinator shall:

1. Maintain an up-to-date inventory of all purchased and donated computer hardware and software, which includes the asset number, serial number and/or registration number, purchase order, receiving report, and location and user(s) of the equipment;
2. Maintain all copyrighted software licenses and media (e.g., CD-ROMS and disks) in a centralized, secure area; and
3. Report any violations of this policy in writing via a DRC Incident Report (DRC 1000) directly to the Managing Officer and the DRC Chief of BITS in accordance with Department Policy 01-COM-08, Incident Reporting.

#### Related Department Forms:

Incident Report	DRC1000
Equipment Justification	DRC1287
Request to Purchase	DRC1918