

Sample of Organizational Policy For Appropriate Use of Software

<Insert name of organization> licenses computer software from a broad variety of vendors. We do not own this software and therefore, we do not have the right to reproduce it.

If I should need to place software on a server or on multiple machines, I will check with our IT department at (*insert telephone number*) to determine if this is in accordance with the license agreement.

If I should learn of any misuse of software within this organization, I will inform management.

I understand that there are significant legal and financial penalties associated with software piracy and consequently, any employee who makes, acquires, or uses unauthorized copies of software may be subject to termination.

I, _____ have read <name of organization's> software policies and agree to uphold them.

Signed:

Date:
