

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 8100

Computer Software

Date Adopted: 21 May 2002

Date Revised: 15 March 2018; 10-12 June 2025

Date Reviewed: 15 March 2018; 10-12 June 2025

Reference:

Purpose

The Computer Software Policy outlines the guidelines for acquiring, installing, licensing, and managing software on College of Micronesia-FSM (COM-FSM) computers and mobile devices. This policy ensures compliance with legal licensing agreements, promotes cybersecurity, and safeguards the college's IT resources.

Definition of Computer Software

This policy applies to all employees, contractors, service providers, and departments that access, manage, or store NPI collected for student financial aid or other covered services.

Policy Statement

“Computer software” (or “software”) refers to the set of instructions executed by a computer, as opposed to the physical device on which they run. Software includes, but is not limited to:

1. **Operating Systems:** Examples include Microsoft Windows, Linux, and macOS.
2. **Applications:** Examples include productivity tools (e.g., Word, Excel) and email clients (e.g., Gmail).
3. **Application Source Code:** Any proprietary or open-source code used in college systems.

Policy for Software Acquisition and Installation

1. **Approval Process:** All software installations on COM-FSM-owned computers or mobile devices must be reviewed and approved by the Office of Information Technology (IT) to ensure compliance with institutional policies and cybersecurity standards.
2. **Vetting Process:** IT staff will vet each software application for security vulnerabilities, compatibility with college systems, and licensing compliance prior to installation.

Software Licensing and Compliance

1. **Licensing Requirements:** Software may only be installed, copied, or used on COM-FSM resources as permitted by the software publisher's licensing terms. Each software must be appropriately licensed, and all provisions of the license (including installation, usage, copying limits, and concurrent user limits) must be strictly followed.
2. **Prohibition of Unauthorized Copies:** The use of unauthorized or illegal copies of software is strictly prohibited on college computers. All software on COM-FSM devices will be legally acquired and licensed, including site licenses where applicable.

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 8100

3. **Open-Source Software:** Open-source software may be considered for use provided it complies with institutional security standards and licensing terms. IT must still review and approve all open-source applications.

Copyright and Intellectual Property

Software is protected by a license agreement between the purchaser and the software author or owner. All software provided by COM-FSM for faculty, staff, and student use must be used in full compliance with the terms of its license or other applicable agreements.

Cybersecurity and Software Management

1. **Vulnerability Prevention:** The improper use of software can create system vulnerabilities, compromising the integrity of COM-FSM's network and systems. Adhering to software guidelines is essential to prevent security incidents.
2. **Updates and Patches:** IT will ensure that all installed software is kept up-to-date with necessary patches and security updates to protect against vulnerabilities.
3. **End-of-Life Software:** Any software that has reached its end-of-life (EOL) or no longer receives security updates will be removed or replaced with an up-to-date alternative to maintain system security.

Enforcement and Disciplinary Action

Non-compliance with this policy may lead to disciplinary action. Individual employees, students, or affiliates found to be in violation of this policy may face sanctions, including but not limited to restricted access to college resources or dismissal, depending on the severity of the violation.