# Software Acquisition and Management Policy
Ministry of Justice, R.L.

## Introduction

The purpose of this Software Acquisition and Management Policy is to define rules for acquiring, managing and maintaining application software licenses at the Ministry of Justice. The information in this policy will help ensure that the Ministry has adequate software resources to carry out its work, maximizes on its investment in software and helps combat against the use of unauthorized computer software. It also will help protect the Ministry from liability for software theft by giving clear guidelines on the use of commercial software and will help protect the Ministry's computer infrastructure from damage by malware.

This policy is directed at and applies to all authorized users of computers at the Ministry of Justice, and should be read in conjunction with the Government of Liberia ICT Handbook and related standards, codes of conduct, and laws and regulations of the Republic of Liberia.

## Definition and Categories of Software

Software is that part of a computer system that consists of encoded information or computer instructions, in contrast to the physical hardware from which the system is built. Computer software includes computer programs, libraries and related non-executable data, such as online documentation or digital media. Computer hardware and software require each other and neither can be realistically used on its own.

There are different categories of software, including system software, applications software, utility software, and device drivers.

- System software is a generic term referring to the computer programs used to start and run computer systems. Computers are typically supplied with an Operating System, which is system software that starts the computer. Examples of Operating Systems are Microsoft Windows 7, Macintosh OS X, Linux and Ubuntu.
- Application software is the general designation of computer programs for performing tasks. Application software may be loaded on the local computer, on a server on the local network, or on the Internet. Examples of application software are Microsoft Office, Adobe Photoshop and Adobe Acrobat.
- Utility software is software designed to help analyze, configure, optimize or maintain a computer. It may be part of the system software or application software. Examples of utility software are antivirus software, file management software, file compression software, and backup software.
- Device drivers operate or control a particular type of device that is attached to a computer. They are supplied with the device, but also are available for download from the device manufacturer's website. Examples of devices requiring device drivers are printers, scanners, and USBWi-Fi dongles.

Malicious software or malware, is software that is developed to harm and disrupt computers. Malware is closely associated with computer-related crimes, though some malicious programs may have been designed as practical jokes. Malware can be disguised as any of the above categories of software.

## Software Licenses

Software Licenses are granted by the author to allow use of the software. They may be free or Open Source, ad-supported or available for a fee (sometimes referred to as commercial software). Commercial software licenses are usually permanent but many companies are now moving to a subscription type renewable licensing scheme. The software license gives the user the right to use the software in the licensed environment, and in the case of free software licenses, also grants other rights such as the right to make copies. The use of any software without an appropriate license is illegal, and staff should avoid this by not downloading, copying or using any software or computer program unless it has been authorized by the ICT Department.

## Software Requirements

It is recognised that all computer users require some type of software to accomplish their work. Most will need word processing software, while others may require additional software for creating spreadsheets, managing databases, accounting, or editing photographs.

When a new computer is purchased, the policy of the MOJ is that licenses for all software needed by the user will be supplied with the computer. This applies particularly to the Office applications, which are used by virtually all computer users, and antivirus software which protects the computers and network from computer viruses.

The reality is that many computers have been purchased in the past without the requisite software. The records for those that do have valid software licenses have not been maintained, as the details were not recorded by the ICT Section. In some instances purchases are not passed through the ICT Section either.
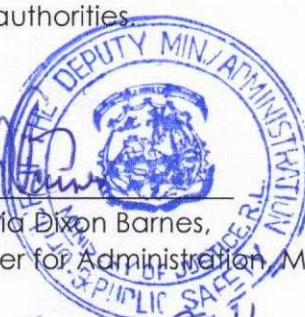
## Software Policy

- New computers will be purchased with all software required by the end user
- All software utilized on Ministry computers will need to be approved and installed by the ICT Section.
- It is prohibited to download, install or use unauthorized software programs. Many "free" programs can carry viruses or malware which could damage your computer or affect other computers on the network. The ICT Section may implement restrictions on what users may download on the network.
- It is prohibited to copy, reproduce or transmit any software or other information protected by copyright laws. This includes movies or music files (via sites such as Pirate Bay), as well as software such as Word.
- A valid license is required for all software installed on an MOJ computer. The ICT Section will verify that licenses are current for all software installed on your computer, be it commercial software, trial packages or shareware.

- The ICT Section of the Ministry will maintain details and documentation for all software owned by the Ministry in a software asset database. When new computers are purchased, license details for the installed software will be added to this database.
- The ICT Section may monitor all MOJ computers to inventory software installed and confirm licenses are held for all software installed.
- The ICT Section will maintain a number of subscription licenses for Microsoft Office which may be assigned to users where details of a valid license are not available.
- Virus protection software must be run on all computers connected to the Ministry of Justice network. Where the original license has expired or there is no antivirus software installed, the ICT Section will install its recommended free antivirus software until a new license is available.
- Any software faults should be reported to the ICT Section who will perform any necessary corrective measures.
- Users must connect their computer to the network at the Ministry at least once every month to ensure that operating system, security, antivirus and other software updates are deployed to their computer as appropriate.
- Users should not download or upload unauthorized software over the network
- Violations of this policy may result in restriction of access to Ministry computers and networks, disciplinary action (including dismissal) and/or action by the relevant regulatory authorities.

Approved: _____

Cllr. Wheatonia Dixon Barnes,
Deputy Minister for Administration, Ministry of Justice, R. L.

Date: _____
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