Interior Health

AT0300 - SOFTWARE

1.0 PURPOSE

The purpose of this policy is to prevent copyright infringement, avoid unnecessary duplication of software, protect the integrity of Interior Health's (IH) computer environment from malware/viruses, and ensure efficient software management.

2.0 DEFINITIONS

TERM	DEFINITION
Users/Staff:	All persons who access Interior Health computer systems including employees, physicians, volunteers, students contractors and other associates.

3.0 POLICY

The Information Management Information Technology (IMIT) department is exclusively responsible for licensing, installing and supporting all software on IH computers. Interior Health assets must be both software legal and free of malware/viruses. Only software purchased through procedures outlined in the policy may be used on IH computers.

3.1 Legality

- Unauthorized installation, duplication or use of software may subject users and/or IH to both civil and criminal penalties under certain Copyright law.

- Users may not give or loan software registered to IH to any persons. IH users may use software on local area networks or on multiple computers only in accordance with application license agreement.

- Users are not permitted to bring software from home, or any other external source, and load it on IH computers.

- Software cannot be present on IH computers in the following scenarios:

    o An installation not implemented by IMIT staff (or their representative)
    o A downloaded title from the internet
    o A pirated copy of any title

- IH owned software cannot be installed onto a staff member's private computer unless the license agreement specifically allows for it.

    o IH has negotiated a Microsoft home use program (HUP) that allows staff to subscribe to Office 365, at a discounted rate, and load on their home computers. The caveat is that when a staff member resigns/retires/terminates, they must remove the software from their home computer devices (see 4.0 below for continued use of Office 365).

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Additional information regarding this program can be found on InsideNet by searching for HUP.

3.2 Software Licensing

- It is the goal of the IMIT department to keep licensing accurate and up to date. To address this, the IMIT department is responsible for purchasing licenses for the following software categories:

  o Desktop and server operating system software
  o Productivity applications such as Microsoft Office and development software
  o Internet software
  o Accessories and utility software

4.0 PROCEDURE

Staff Member's/User's Responsibilities

- Sign a User Access Code Agreement Policy confirming understanding of the IH Computer Regulations, including adherence to IH's Software Policy.

- Follow established IMIT procedures for the acquisition of software in the Software Acquisition Guidelines
  o Approval will include ensuring that a consistent purchasing policy is maintained.

- Un-install all IH owned software and software purchased under the Microsoft Home Use Program (HUP) from personal computers when employment with IH is terminated. As declared on the website and use of Office 365 after the employee has ceased employment with IH:
  o "For employees who qualify for the Office 365 subscription offer and have purchased through the program, the discounted price applies for as long as your subscription remains active, regardless of your employment status with your organization. However, your commercial use rights end once your employment ends. For employees who qualify for Office 2019 software offers, you must uninstall Office software purchased through Home Use Program once your employment ends."

IMIT Department Responsibilities

- Purchase separate copies of a license agreement and record as an organization asset if a staff member is required to use software on a personal computer.

- Approve purchases of any software

  o Charge purchase to the appropriate department's budget.
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- In conjunction with Information Security, ensure an audit of all IH PC's is carried out every 12 months to ensure the number of organization assets are owned and that there are an equivalent number of licenses

   - Remove any software found that has not been approved or installed by IH IMIT.

5.0   REFERENCES

1. Acceptable Use of Information Systems Policy (AR0100)
2. Information Security Policy (AR0200)
3. Data Access Agreement

APPENDIX A

SOFTWARE ACQUISITION GUIDELINES

Software acquisitions are made via the IH Intranet at
http://webapps.interiorhealth.ca/servicedesk/softwarerequest/

If you have any further questions about your software request, the installation of your software, or need to modify your request, please contact the IMIT Service Desk at 1-855-242-1300.

Non-Standard Software Requests

Requesting Department Responsibilities

- Arrange a meeting and discuss with similar departments across Interior Health if software could be used at more than one facility, or is considered a project request.
- Complete and submit Privacy Impact Assessment and Security Threat Risk Assessment, as appropriate.

IMIT Department Responsibilities

- complete further review, analysis and final approval of non-standard software requests.
- attend all meetings involving the discussion of software requests by departments to ensure understanding of the scope, and that all parties understand possible constraints and restrictions from an IMIT perspective.
- will make final approval of software requests based on IH standards an ability to support.
- assist in gathering all costs for the project.

Information Security Department Responsibilities

Review and approve/reject Privacy Impact Assessment and Security Threat Risk Assessment.

APPENDIX B

STANDARD SOFTWARE LIST

The following is a list of standard software that is included with the purchase of a new PC. This includes recommended Operating System Service Packs and Critical Updates and Security Patches.

Departments that do not have a new PC, and require upgrading to this software, must submit a Software Acquisition Form and costs will be covered by IMIT under the current IMIT Support Funding Model Policy.

- Microsoft Windows 7/10 Enterprise
- Microsoft Office 2010/2013/2016 Professional
  - Word
  - Excel
  - PowerPoint
  - Publisher
  - Outlook
  - Photos – Photo Editing
  - OneNote
  - Skype for Business
  - Visio Viewer
- Internet Explorer
- Microsoft .NET
- Adobe Reader (PDF Reader)
- MEDITECH Expanse LIVE and TEST
- IH Standard Anti-Virus (Symantec Endpoint Protection)
- Google Chrome Browser
- Goldcare
- NetSupport Notify
- Kronos WorkForce ESP
- SpaceLabs – ICSG2 Clinical Access
- WebEx Meetings
- WebEx Network Recording Player
- McKesson Horizon RAD Station
- Phillips Intellispace PACS Enterprise
- RAdmin (Remote Administration Software)
- Content Distribution software (Currently Adaptiva OneSite)
- Software 995 – PDF Print Driver (Windows 7 only)
- Microblogging MD
- Citrix Receiver
- CheckPoint VPN (Laptops only – Windows 10)
- Avaya VPN (Laptops only – Windows 7)
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NON-STANDARD LIST

The following is a list of software not included with the purchase of a new PC

- Microsoft Access
- Microsoft Project

Policy Sponsor: VP & Chief Information Officer	4 of 5
Policy Steward: Director IMIT Services	
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- Microsoft Visio
- Adobe Acrobat (Writer- full version to allow editing of PDFs)
- WinZip
- SnagIT (screen capture)

All other software requests will be evaluated and dealt with as per the procedure and considerations outlined in the *IH Software Policy.*