# Software Installation Policy

To use this template, simply replace the text in dark grey with information customized to your organization. When complete, delete all introductory or example text and convert all remaining text to black prior to distribution.

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| --- | --- |
| **Policy Owner** | Name the person/group responsible for this policy’s management. |
| **Policy Approver(s)** | Name the person/group responsible for implementation approval of this policy. |
| **Related Policies** | Name other related enterprise policies both within or external to this manual. |
| **Related Procedures** | Name other related enterprise procedures both within or external to this manual. |
| **Storage Location** | Describe physical or digital location of copies of this policy. |
| **Effective Date** | List the date that this policy went into effect. |
| **Next Review Date** | List the date that this policy must undergo review and update. |

# Purpose

Describe the factors or circumstances that mandate the existence of the policy. Also state the policy’s basic objectives and what the policy is meant to achieve.

The goal of the IT department is to provide stable technology solutions that both perform well and appropriately address business needs. A lack of standards regarding what software titles can be installed on company end-user devices, including desktop and laptop machines, can hinder provision of excellent service to all end users and departments.

The purpose of this Software Installation Policy is to address all relevant issues pertaining to appropriate software installation and deployment on [Company Name] end-user computing devices.

This policy is a living document and may be amended at any time. Any questions regarding this policy should be directed to [IT staff member name/title].

# Scope

Define to whom and to what systems this policy applies. List the employees required to comply, or simply indicate “all” if all must comply. Also indicate any exclusions or exceptions i.e. those people, elements, or situations that are not covered by this policy or where special consideration may be made.

This policy applies to all software, servers, desktops, and laptop computers owned and operated by [Company Name] and all users of such systems.

# Definitions

Define any key terms, acronyms or concepts that will be used in the policy. A standard glossary approach is sufficient.

# Governing Laws & Regulations

If applicable, list any laws or regulations that govern the policy or with which the policy must comply. Confirm with the legal department that the list is full and accurate. If there are no pertinent governing laws or regulations, delete this section.

# Policy Statements

Describe the rules that comprise the policy. This typically takes the form of a series of short prescriptive and proscriptive statements. Sub-dividing this section into sub-sections may be required depending on the length or complexity of the policy.

1. The following is a list of fully supported, standard software that may be installed on company-owned end-user devices:

* [Software title and version]

Other supported software titles, available upon request, include:

* [Software title and version]

1. Restricted software titles available to individuals with a demonstrable business need and having been granted management approval include:

* [Software title and version]

1. The IT department expressly forbids installation of the following software:

* Privately owned software
* Internet downloads
* Pirated copies of any software titles
* Any title not listed in this policy
* Any software not installed according to the procedures set out in this policy

1. Approval must be obtained from a direct supervisor (or designate) as well as [IT staff member title name] to have software installed on your device. This includes all software titles listed above, currently unlisted titles, and privately owned and licensed titles. The IT department reserves the right to reject any software installation request for any reason.
2. Software titles are to be installed on company-owned end-user devices by [IT staff member name/title], or under [his/her] direct supervision. However, there are a few titles that may be downloaded and installed by end users without supervision. These are limited to:

* [Software title and version]
* [Software title and version]

1. Self-installable titles can be found on the [shared drive/intranet] at [state location]. Instructions for download and installation of these titles can be found at [state location]. All software installed on [Company Name] systems (including all commercial and shareware products) must be used in compliance with all applicable licenses, notices, contracts, and agreements. The IT department reserves the right to uninstall any unapproved software from a company-owned machine.
2. The IT department reserves the right to monitor software installation and usage on [Company Name’s] end-user computing devices. The IT department will conduct periodic audits to ensure compliance with this Software Installation Policy. Unannounced, random spot audits may be conducted as well. During such audits, scanning and elimination of computer viruses may also be performed. Other unsanctioned software may also be uninstalled at this time.

# Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance.

Violations of this policy will be treated like other allegations of wrongdoing at [Company Name]. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable [Company Name] policies;
2. Termination of employment; and/or
3. Legal action according to applicable laws and contractual agreements.