



CAMPUS SOFTWARE COPYRIGHT COMPLIANCE

REQUEST FOR SOFTWARE INSTALLATION

The Coast Community College District (“District”) owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, and access to the internet, which are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the “District Network.” This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

Pursuant with the District’s Computer and Electronic Resources Systems Acceptable Use Policy, Golden West College (GWC) is entrusted to be compliant with all software licensing and copyrights. To ensure compliance, GWC has standardized on software and only allows technical staff to install software on district own computers.

Please fill out the form and submit to Technology Support Services. Thank you for your cooperation.

The software I would like to have installed is the following:

If software is not campus or district provided, please provide a proof of purchase.

If you do not have a proof of purchase and still wish to have the software installed, by signing below you are personally accepting all software and copyright liability. Thereby, you are releasing the college and district of any liability by accepting full responsibility and liability for any potential copyright or licensing violations.

Employee Signature

Printed Name

Date

Dept/Division

TSS Director Signature

Date