



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



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OCIO Directive 2006- 006

To: Heads of Bureaus and Offices

From: *for* W. Hord Tipton
Chief Information Officer

Subject: Software Piracy

Purpose:

This directive provides guidance for preventing software piracy within Interior.

Policy:

Software and associated documentation shall be used only in accordance with contract agreements and copyright laws. Specifically:

- Follow all provisions of the licensing agreements issued with the software and register organizational (governmental) ownership.
- Use a recordkeeping system to ensure that software is properly inventoried, noting the authorized number of users and/or site locations.
- Do not make any illegal copies of copyrighted software. The software license may allow a single copy to be made for archival purposes. If the license is for multiple users, do not exceed the authorized number of copies.
- Store licenses, software manuals, original software, and procurement documentation in a secure location (e.g., closed file cabinet, etc.).
- When upgrades to software are purchased, dispose of the old version in accordance with the licensing agreement to avoid a potential violation. Upgraded software is considered a continuation of the original license, not an additional license.
- If a copy of any software is detected that may not be copied or used consistent with the license associated with that software, the system owner and/or the system support staff should be notified immediately so that appropriate action can be taken.
- Resources protected by copyright or patent may only be used in a manner consistent with such copyright or patent.

Scope:

This directive applies to all DOI IT system users, including employees, contractors, partners, cooperators, grantees and volunteers. IT systems include laptop computers, desktops, PDAs, etc., as well as Interior networks.

Timeframe:

Bureaus and offices are to develop procedures for implementing this policy by April 30, 2006. Please provide a report to this office on the effectiveness of your implementation by July 31, 2006.

Contact:

If you have any questions please contact me at (202)208-6194. Staff may contact Mr. Charles Nelson, Cyber Security Policy Officer, at (202) 208- 6425.

cc: Designated Agency Ethics Official
Chief Information Officers