

SUNY DOWNSTATE MEDICAL CENTER

UNIVERSITY HOSPITAL OF BROOKLYN POLICY AND PROCEDURE

No. HIS-06

Subject: SOFTWARE PIRACY/MISUSE

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The JC Standards: IM.02.01.03

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I. PURPOSE:

To ensure proper usage of software applications based on licensing agreements and /or Federal copyright laws

II. POLICY:

The software used in connection with the hospital-wide computer system is subject to license agreements or is protected by federal copyright law.

Without the prior written authorization from the Associate Administrator-HIS, users may not:

- Copy any UHB Software;
- Modify, revise, recast or adapt any UHB software;
- Reverse-engineer, disassemble, or decompile any software;
- Install any software on any of the hospital's computers or servers;
- Download any software from the Internet or any other source to any UHB computer or server, including but not limited to: all programs, games, pictures MP3's screen savers and any animation or video. This prohibition includes

- software received as an email attachment or
- Modify any part of UHB's computer system.

III. DEFINITION(s):

None

IV. RESPONSIBILITIES:

The policy applies to all Departments and Services that desire to have access to the hospital-wide network.

V. PROCEDURES/GUIDELINES:

In the event UHB supplies software for use on an individual's personal computer, such software is subject to the aforementioned restrictions. All UHB provided software must be immediately removed from the computer whenever the individual is no longer employed by the University Hospital of Brooklyn.

VI. ATTACHMENTS:

None

VII. REFERENCES:

Joint Commission Standards

Date Reviewed	Revision Required (Circle One)		Responsible staff Name and Title
10/01	(Yes)	NO	Michael Burns, Associate Administrator
12/04	(Yes)	NO	Michael Burns, Associate Administrator
02/07	(YES)	NO	Michael Burns, Associate Administrator
10/09	(Yes)	NO	Michael Burns, Associate Administrator /Clinical Information Systems
4/2011	Yes	No	Michael Burns, Associate Administrator /Clinical Information Systems