



SOFTWARE STANDARD AND USE POLICY

The objectives of this policy are as follows:

1. To explain the process to install new software on a personal computer.
 2. To clarify appropriate software to be used by the organization
 3. To set the ASPIRA Software Standard
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1. Software piracy is a often misunderstood practice. Software piracy can be possessing, installing or using software that has not been properly licensed for the use by you or the organization for the task that it is being used for. For example: You purchase a new computer that comes with Windows 98. All of your other computers have 95. It is not legal to upgrade all the other computers to 98 without purchasing licenses for each seat. To install software on your computer it must be purchased by the organization with the licensing information on file. There must be adequate licenses for the installation to occur. Requesting the software through technical support or the automation representative is the easiest way to ensure that you are in compliance with this policy.
 2. In practice the only software packages to be installed on the organization computers are those that the ASPIRA currently is licensed for. If there is a software package that you purchased that you would like to install on you workstation then a copy of the license should be brought to the attention of technical support or the automation representative for the organization.
 3. The Software Standard for ASPIRA is as follows:

WORKSTATION

Operating System	Windows 95 or 98
Word Processor	MS Office 2000- Word
Spread Sheet	MS Office 2000- Excel
Database	MS Office 2000- Access for office use Lotus Notes for the National MIS
E-Mail Client	MS 2000 Outlook
Web Browser	MS Internet Explorer version 5.1 or higher

SERVERS

Operating System	Windows NT 4.0 service pack 6
Database	Lotus Notes and MS Access
Web Server	MS Internet Information Server
E-mail server	Unix, Rockliff e-mail system
Web Browser	MS Internet Explorer