



# City of Waukesha

## B-20 Software Usage Policy

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- I. **Purpose.** This Software Usage Policy is necessary to protect the security of, and the interoperability of Software with, the City's computer and communications network.
- II. **Definition of Software.** Software means any program or application installed on a City computer, or in the case of cloud-based systems, accessed by a City computer.
- III. **Applicability.** This policy applies to any use of City-owned devices (laptops, tablets, phones), servers, and use of the City's computer and communications network.
- IV. **Acquisition of Software.**
  - A. All Software acquired by the City must be purchased through the IT Department and applicable City purchasing policies. This also includes cloud-based application and services, free Software, and free cloud-based applications and services.
  - B. Purchases of Software must be reviewed by the IT Department, ensuring it will work with the city network and all applicable applications and hardware.
  - C. Capital projects involving the acquisition of Software must be reviewed by the Information Technology Board during the budget process.
- V. **Software Installation.**
  - A. All Software will be installed in City-owned computers exclusively by the IT Department unless express permission is given under specifically-detailed circumstances by the IT Department. Software may not be installed in City-owned computers by any individuals other than IT Department staff.
  - B. City employees are not permitted to install their personal copies of any Software onto City computers without prior authorization from their department manager or director and the IT Department.
  - C. City employees are not permitted to uninstall Software from City computers without prior authorization from the IT Department.
- VI. **Software Configuration.** Users are expected to use the Software strictly in accordance with its original purpose and in its original configuration. The City IT Department may configure settings, or remove the ability change settings for security, or functional purposes.
- VII. **Monitoring and Auditing of Installed Software.** The City IT Department conducts periodic audits of all City-owned devices to ensure that the City is complying with all Software licenses and that all other aspects of this Policy are being enforced.



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**VIII. Penalties for Violations.** Violations of this Policy will subject the violating employee to discipline, up to and including termination, as provided in Human Resources Policy G-3.

Passed by the Information Technology Board on the 3rd day of January 2024.  
Approved by the Common Council on the 16<sup>th</sup> day of January 2024.

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Shawn N. Reilly, Mayor

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Gina L. Kozlik, Clerk-Treasurer