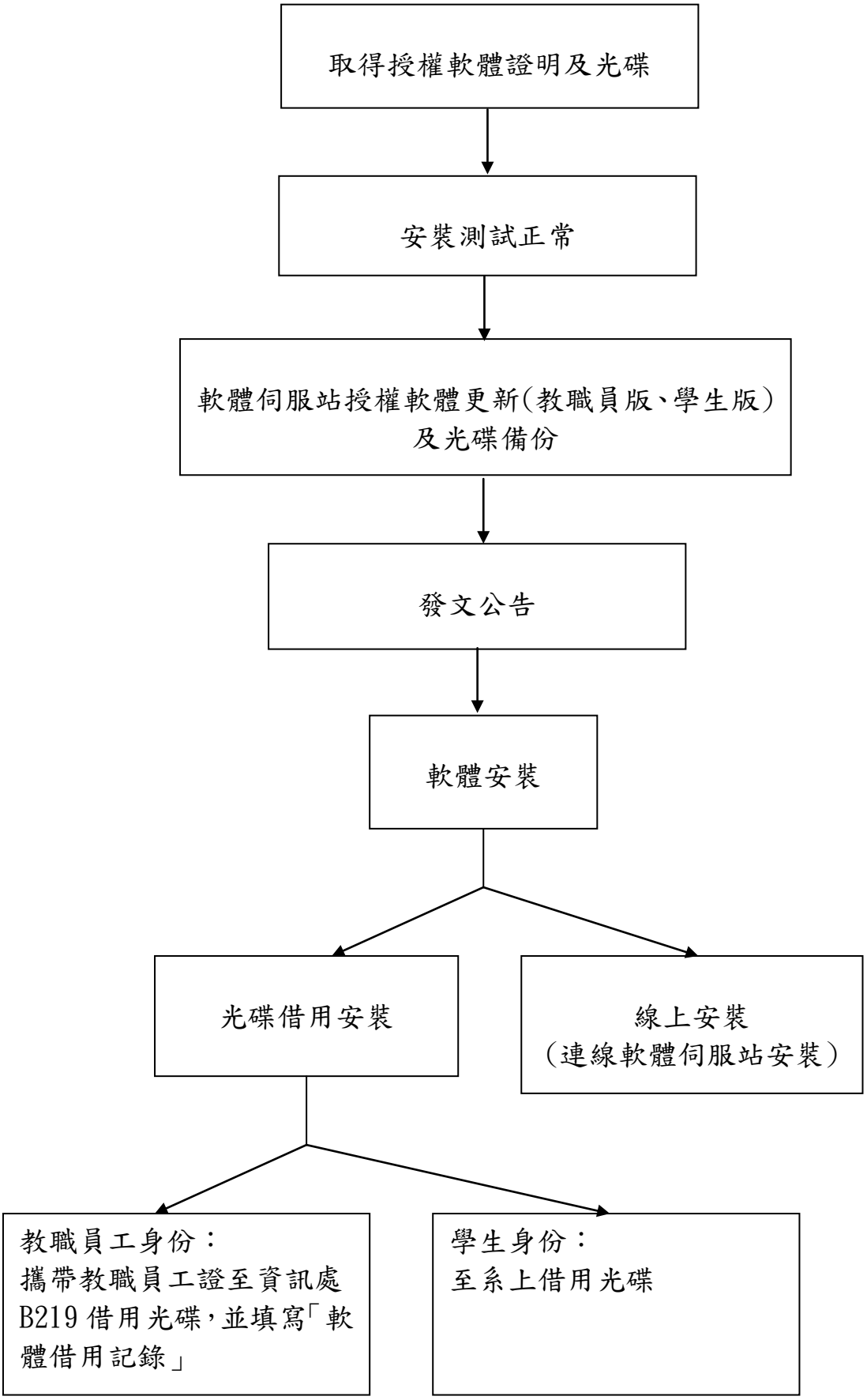校園授權軟體使用管理標準作業程序