

## **Software Use, Selection, and Support**

In order to avoid copyright infringements and to protect the integrity of the district's networked computer system, certain procedures regarding software are necessary.

### **User Guidelines**

- District employees may not duplicate any licensed software or related documentation for use on district premises.
- Unauthorized duplication of software may subject the employees and/or the district to both civil and criminal penalties under the United States Copyright Act.
- Employees may not give district stand-alone software to non-employees including parents, contractors, students, and others.
- District employees may use approved software on local or wide area networks or on multiple machines only in accordance with applicable license agreements.

### **Acquisition of Software**

- All software acquired by the district must be purchased through the district's business office following established district procedures.
- The members of the Curriculum Council and/or any other committees or groups designated by the Assistant Superintendent of Curriculum and Instruction will define educational software needs and requirements based on the requests/input received from staff. The Assistant Superintendent of Curriculum and Instruction with the assistance of the Technology Coordinator will determine the purchase of software. To purchase software, the employee must obtain this approval. In order to obtain approval, the software must: a) support directly the curriculum where it is to be used; b) be educational c) be age appropriate; and d) not duplicate existing software. If games are selected, they must be educational in design and supportive of the curriculum.

### **Registration of Software**

The district will register every software package according to manufacturer's policies. Software must be registered in the name of the district and department/school in which it will be used.

### **Installation of Software**

After the registration requirements have been met, the software may only be installed either by the Technology Coordinator or his/her designee. A copy of the applicable license agreement shall be made available to the user upon request.

### **Backup and Disaster Recovery**

The software manager is responsible for supervision of backing up the networks. Individual users of hard drive and stand-alone software are responsible for backing up their own hard drives and software.

### **Employees Can Not:**

- a. Load a program onto multiple hard drives for simultaneous use absent a license agreement that allows such usage and without the permission of the Technology Coordinator.
- b. Load a program onto a local area network or disk-sharing system absent a license agreement that allows such usage and without the permission of the Technology Coordinator.
- c. Make or use unauthorized copies of copyrighted software programs or allow students to make or use unauthorized copies of software programs on school computer equipment

### **Penalties and Reprimands**

Anyone who violates these procedures will be referred to the building principal and Superintendent of Schools for disciplinary action.