

## **TECHNOLOGY: Software Management**

The Independent School District No. 12 of Oklahoma County, Oklahoma (The "School District") licenses the use of computer software from many vendors and developers. With limited exceptions, the School District does not own the software or related documentation. Unless specifically authorized by the licensor, neither the School District nor any employee or student of the School District has a right to make copies of the computer software or documentation except for back up or archival purposes.

It is the policy of the School District to respect the proprietary rights of owners of computer software and to comply with all terms and conditions contained in license agreements to which the School District is a party. The purpose of this policy is to prevent copyright infringement, to promote responsible management of the School District's software assets and to protect the integrity of the School District's computer network.

### 1. **General Guidelines.**

The School District will make every effort to provide sufficient quantities of legally acquired software to meet the legitimate needs of its students, faculty and staff.

### 2. **Illegal Copies.**

The unauthorized duplication of software or documentation is a violation of the law and is expressly prohibited. Unauthorized duplication of computer software may subject the person responsible to civil and criminal penalties under the United States Copyright Act of 1976.

If the license agreement for a particular software program permits an additional copy to be placed on the laptop computer or home computer of the principal user, that user may make an additional copy.

### 3. **User Responsibility.**

Upon request, the Technology Department will provide any computer user with access to license agreements specifying the conditions and terms of software use so that users will understand the specific restrictions for each software program utilized. It is the responsibility of the Technology Department and Site Technology Specialist to verify that there is a valid license for each authorized software program on District computers and to document compliance with this policy. It is the responsibility of each computer user to ensure that no unauthorized software programs are loaded on his or her computer.

### 4. **Software Acquisition.**

Software on the District's list of approved Software may be purchased at any time.

Software not listed as "approved Software" falls under Edmond public Schools policy #3600R "Instructional Materials." All procedures pertaining to supplemental instructional materials should be followed.

5. **Registration of Software.**

It is the policy of the School District to register all software purchased and in use by the District. The primary user is responsible for on-line registration or for completing the registration card and returning it to the software licensor within a reasonable time following installation of new software programs. Software is to be registered in the name of the Edmond Public Schools and school name.

6. **Software Storage.**

The Site Technology Specialist is responsible for storing all District-owned software (the original disk or CD) in secured storage areas. The software register should note the existence and location of original and back up copies of all software programs.

7. **Installation of Software.**

All software must be installed in compliance with District policies and industry standards. All software obtained from commercial sources should be carefully examined to ensure that the software is free from viruses before installation in a District computer. **No student should be allowed to install computer software on a district computer. Teachers who allow students to bring diskettes from home should insure the diskette is virus free by scanning the diskette for viruses prior to use in the classroom.** It is the responsibility of faculty members to monitor student use of the computers and to review all policies and procedures with students regarding software and the acceptable use fo the School District's computer networks.

8. **Internal Controls.**

The District Technology Staff will make frequent and periodic assessments of software use, including examination and review of School District computers to ensure that the user is in compliance with all software license agreements.

9. **Violations of Software policy.**

A violation of this Software Policy may result in disciplinary action being taken against the user.