



Section: OPERATIONS  
 Title: SOFTWARE POLICY  
 Adopted: September 16, 1997  
 Revised:

<b>811. SOFTWARE POLICY</b>	
1. Purpose	<p>The Career and Technology Center licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, the Career and Technology Center has no right to make copies of the software except for backup or archival purposes. The purposes of this policy are to prevent copyright infringement, protect the integrity of the Career and Technology Center’s computer environment from viruses, and facilitate efficient and appropriate software management.</p>
2. Policy Guidelines	<p>1. <b>General Statement of Policy:</b> Appointment of a Software Manager. It is the policy of the Career and Technology Center to respect all computer software copyrights and to adhere to the terms of all software licenses to which the organization is a party. The Career and Technology Center’s Network Administrator is charged with the responsibility of enforcing these guidelines.</p> <p>Career and Technology Center employees may not duplicate any licensed software or related documentation for use either on Career and Technology Center premises or elsewhere unless the Career and Technology Center is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject employees and/or the organization to both civil and criminal penalties under the United States Copyright Act.</p> <p>Employees may not give software to any outsiders including students, parents of students, and other non-district personnel. Career and Technology Center employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements.</p> <p>2. <b>Employee Education.</b> The Career and Technology Center will provide a program for all employees to explain this software policy. New employees shall be provided the same education program as part of the New Employee Induction Program.</p> <p>3. <b>Budgeting for Software.</b> When budgeting for computer hardware, necessary software and training must be included.</p>

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4. **Approval and Acquisition of Software.** Purchase orders for software must be signed by the Principal. Software acquisition channels are restricted to ensure that Career and Technology Center has a complete record of all software that has been purchased for organization computers and can register, support, and upgrade such software accordingly. Teachers may purchase educationally appropriate software for use on classroom machines at their own expense as long as the use is restricted to license agreements for that software and at the time of audit the license or other appropriate documentation can be produced.
5. **Registration of Software.** When software is delivered, it must first be delivered to the Network Administrator or designee to complete registration and inventory requirements. The Network Administrator is responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of the organization and department in which it will be used. Because of personnel turnover, software should never be registered in the name of the individual user. The Network Administrator shall maintain a register of all of the organization's software and shall keep a library of software licenses. The register must contain: a.) the date and source of software acquisition; b.) the location of each installation as well as the serial number of the hardware on which each copy of the software is installed; c.) the name of the authorized user, if appropriate; d.) the existence and location of back-up copies; e.) the software products serial number, if available.
6. **Installation of Software.** After the registration requirements above have been met, the software will be installed by the Network Administrator. Manuals, tutorials, and other users materials should be provided to the user. A copy of the applicable license agreement shall be provided to the user. Once installed on the hard disk, the original diskettes shall be kept in a safe storage area maintained by the Network Administrator.
7. **Home Computers.** Career and Technology Center computers and software are organization assets and must be kept both legal and virus free. Only software obtained through the procedures outlined above may be used on organization machines. Employees are not permitted to bring software from home and load it on organization computers unless their software licensing agreement permits. Generally, organization owned software cannot be taken home and loaded on an employee's computer. If an employee is to use software at home, the organization should purchase a separate package and record it as an organizational asset in the software register. However, some software companies provided in their license agreements that home use is permitted under certain circumstances. Before taking any software home, users must have approval from the Network Administrator.

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	<p>8. <b>Shareware.</b> Shareware software is copyrighted software that is distributed freely through various means. It is the policy of the Career and Technology Center to pay shareware authors the fee they request for use of their products. Registration of shareware products should be handled the same way as commercial software products.</p>	