

ADMINISTRATIVE PROCEDURE

IFA

INSTRUCTIONAL PROGRAM SOFTWARE COPYRIGHT & USE STATEMENT

FEBRUARY 2005

The Copyright Act was amended in 1980 to include computer software and again in 2016 to include content on the internet. Federal law makes it illegal to make or distribute copies of copyrighted material without authorization. One exception is the purchaser's right to make a single backup copy to be used only if the original version of the program is damaged.

It is a violation of federal law and district policy for unauthorized copies of copyrighted material, including computer software and related manuals, to be used, duplicated, downloaded, distributed, or retained on or obtained from any school district equipment. Any person who violates this law is subject to a lawsuit as well as a fine. The individual employee may also be legally and financially responsible for any violation the employee commits.

The School District has purchased computer software packages under specific licensing agreements with the copyright holder. In accordance with the license, the District pays a fee for any copies that are installed. These agreements vary from one program to another, depending upon the language negotiated between the District and the publisher. License agreements and purchase records for District-adopted software are maintained by the appropriate District departments. Maintenance of license agreements and purchase records for software applications purchased at the building level are the responsibility of the individual school administrator. The District reserves the right to monitor and review, at any time, any type of use or information used, stored, sent, received, or downloaded on District computers or equipment.

Any software program that employees have access to outside of school cannot be used on District owned equipment unless authorized by the Superintendent or designee. It is illegal for the District to allow unauthorized copies of copyrighted software to be used on District-owned computers.

In addition, employees are not permitted to utilize District equipment to access the internet or any other "on-line" type of service unless authorized by the Superintendent or designee.

Any misuse of LivNet may result in disciplinary action.

Any questions regarding whether it is appropriate to copy software or to load programs should be directed to ~~Data Management Services~~ the Administrator of Information and Instructional Technology or the ~~Division of~~ Assistant Superintendent of Human Resources and District Services to receive clarification of the copyright policy and the legal and appropriate use of computer software and hardware.