

PROCEDURES: Exhibit 405D

SOFTWARE COPYRIGHT
ADMINISTRATIVE PROCEDURE ON LICENSES AND INSTALLATIONS

The copyright law on software is clear. There are no "fair use" exemptions for software. The District and its employees must abide by the terms of the individual contract/license provided by the vendor selling a software application. In some cases, the District or a specific Building/Department may purchase a special licensing agreement (lab-pack, site-license, etc.). The license provided will state exactly the rights for installing the application.

For Instructional Use Computers

For protecting the District against software copyright violations and any accompanying fines for penalties, the following guidelines are established.

1. Personal software (purchased by a staff member) can be loaded on a District computer only after that staff person has filed with an Administrative/supervisor a copy of: (a) the license for that software; and (b) a receipt for its purchase.

Each Building's office should keep a file of these licenses according to the District inventory number on the CPU. District-wide licenses will be kept in the District's Technology Office in the same manner.

2. Software purchased for a specific building (purchased for an individual or collective staff) shall be processed and catalogued through the Building's Library media Center (LMC). The licenses, disks, and installation instructions are to be kept in the library collection. This includes drivers for computer peripherals (e.g. printers, CD drivers, scanners).

3. Software purchased through a District-wide license is to be installed by LMC specialists or the District's technology staff. The appropriate District form for registering that installation is to be returned to the District Technology Office, which is responsible for tracking and ensuring the legality of those installations.

For Administrative Instructional-Support Use Computers

For Protecting the District against software copyright violations and any accompanying fines or penalties, the following guidelines are established:

1. Personal software (purchased by a staff member) can be loaded on a District computer only after that staff person has filed with his/her Administrator/supervisor a copy of: a) the license for that software, and b) a receipt for its purchase.

Each Building/Department's office keep a file of these licenses according to the District inventory number on the CPU. District-wide licenses will be kept in the District Technology Office in the same

manner.

2. Software purchased for a specific Building or department (purchased for individual or collective staff) shall be catalogued/registered through the District's Technology Office. The licenses will be kept by the District's Technology Office. The disks and installation instructions can be held in the Building/Department office, if they are not part of a wider purchase and are not used elsewhere in the District. This includes drivers for computer peripherals (e.g., printers, CD drivers, scanners).
3. Software purchased through a District-wide license is to be installed by District technology staff. The appropriate District form for registering that installation shall be returned to the District Technology Office, which is responsible for tracking and ensuring the legality of those installations.

Reviewed 07/24/07, 7/9/12, 1/9/17