

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: OPERATIONS

TITLE: SOFTWARE INSTALLATION AND
USAGE – COPYRIGHT AND
LICENSING COMPLIANCE

FIRST READING: March 22, 2010

SECOND READING: June 14, 2010

ADOPTED: June 14, 2010

REVISED:

SOFTWARE INSTALLATION AND USAGE – COPYRIGHT AND LICENSING COMPLIANCE

1. Purpose

The District is committed to the technology education of its students. In order to be compliant with copyright laws, all software-licensing agreements must be honored by the employees and students of the District.

2. Definition

The term software includes any computer programs that physically reside on a computer or network.

3. Guidelines

The technology staff shall perform all software installations. No student, employee or administrator shall install software on his/her personal or District computers using the Wissahickon Network Services (“WNS”). The Director of Technology shall maintain an updated license database to assure compliance and make budgetary decisions. Only software which is specifically approved by the Director of Technology and is owned by the District or subject to a license held by the District may be installed on the WNS or single client machines. Software purchased or otherwise acquired by employees, administrators and/or students shall not be installed on District computers or using the WNS unless the software is owned by and/or has been properly donated to the District and the original media is in the possession of the Director of Technology.

Employees, administrators and/or students are liable for the consequences of any illegal software installed on their assigned computers. Employees, administrators and students shall read all software agreements before considering whether to request the installation of any software. Ignorance of the content of a software agreement is not an excuse from prosecution or disciplinary action. Notification in writing must be given to the technology director immediately if a person subject to this policy suspects that illegal software has been installed on their computer and that person did not install it. The illegal software will be removed upon receipt of this notification.

All software purchased with District funds or donated to the District should be promptly given to the Director of Technology for proper storage. This policy is to protect the District and its employees, administrators and students from claims, penalties, prosecution and/or discipline resulting from copyright violations and so as to ensure compliance with software licensing requirements.

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**SOFTWARE INSTALLATION AND USAGE
– COPYRIGHT AND LICENSING COMPLIANCE ACKNOWLEDGMENT**

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I have read the above policy and understand that I will be responsible and liable for any illegal software installed on my assigned computer and any software I installed on any computer in the District in violation of this policy and may be subject to prosecution and/or discipline.

Signature_____

Date_____

Print Name:_____