

Instruction

USE OF PROPRIETARY SOFTWARE PRODUCTS

It is the intent of the Ledyard Board of Education to adhere to the provisions of copyright law (Title 17, U.S. Code) and publishers' license agreements, including trade secret provisions, in the area of proprietary software products. Proprietary products are those made or marketed by persons having exclusive manufacturing and sales rights, who may or may not be the copyright holders. Therefore, persons may use or cause to be used on school system computing equipment only software that is included in one of the following categories:

1. Public domain (i.e., uncopyrighted) software.
2. Software covered by a licensing agreement with the software author, authors, vendor, or developer, whichever is applicable (a licensing agreement is a legal contract authorizing use of the software).
3. Software purchased by a school or the District with a record of the purchase on file.
4. Software purchased by the user, with a record of purchase available for verification.
5. Software donated officially and accepted by the Board per policy guidelines.
6. Software being reviewed or demonstrated by the users in order to reach a decision about possible future purchase, license, or acceptance of a donation.
7. Software written or developed by an employee for use by the school(s) as part of their job responsibility or to assist in training District personnel.
8. Software developed by a non-employee under contract to the District for use by the school(s) or to assist in training District personnel.

None of the software in the categories listed above may be used or obtained in violation of copyright law or licensing agreements.

A copy of the licensing agreements or other forms of documentation covering the software shall be kept on file at the location where the computer program is used, and the original copy of such documentation shall be forwarded to the MIS staff.

No software may be installed on any District computer without the written authorization of the Superintendent (for District-wide computer systems), the MIS Staff, or the building administrator or his/her designee. Personnel desiring to have a software product installed shall complete the attached request form and forward it to the building administrator for action.

Attached Form: Request for Approval of Software Installation

Related Policies:

6162.7 – Backup Copies of Copyrighted Computer Software

Legal References:

Title 17, United States Code - Copyrights