

**Instruction**

**BACKUP COPIES OF COPYRIGHTED COMPUTER SOFTWARE**

Copyright law allows the licensed owner of a copyrighted computer program to make a copy of the software for archival purposes. Copies of authorized computer software products used by Board employees within the Ledyard Public Schools District will be made using the following procedure:

1. One and only one copy of the original software will be in existence at any time.
2. The original software media will be referred to as the “archival” copy. The copy created by the MIS Staff will be referred to as the “circulating” copy.
3. The archival copy will be stored in a limited access area designated by the MIS Staff and which has appropriate temperature and humidity controls.
4. The circulating copy will be labeled to indicate the name of the program, name of the publisher, copyright holder, and computer compatibility.
5. Only the circulating copy will be used for installing/running the program at the user level.
6. If the circulating copy becomes unusable, it will be destroyed. The MIS Staff will make a new circulating copy from the archival copy.

Students shall not be allowed to make copies of any computer software or media, even if they are a legally licensed user, using a school computer.

Under Federal copyright law, any Board employee or student engaging in the illegal reproduction of computer software can be subject to civil damages and criminal penalties including fines and imprisonment. The use of any District computer equipment for the unlawful reproduction of computer software is prohibited.

**Related Policies:**

6161.7 – Use of Proprietary Software Products

**Legal References:**

Title 17, United States Code, Section 117 – Limitations on exclusive rights:  
Computer programs.

Policy adopted: November 2, 1994

Complete revision: June 1, 2005

LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut