

**Instruction**

**BACKUP COPIES OF COPYRIGHTED COMPUTER SOFTWARE**

The personnel of Ledyard Public Schools recognize that the schools license the use of their computer software from a variety of outside companies. Although the schools purchase software program disks, they do not own the software or its related documentation and, unless authorized by the developer, do not have the right to reproduce it. It is also understood that according to United States copyright law, persons engaging in illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. Therefore, all employees of the Board and students shall use computer software in accordance with the license agreement requirements for each program.

The use of Ledyard school facilities and/or equipment for the unlawful duplication of computer software is prohibited.

(cf. 6161.1 – Textbooks: Provision/Selection)

(cf. 6163.1 – Media Center Materials: Provision/Selection)

Policy adopted: November 2, 1994

**LEDYARD PUBLIC SCHOOLS**  
Ledyard, Connecticut