

COMPUTER SOFTWARE COPYRIGHT GUIDELINES

In an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. The ethical and practical problems caused by software piracy shall be taught in all schools in the district.
2. District employees shall be expected to adhere to the provisions of federal law, which allow for the making of a back-up copy of computer programs. This law states that "it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - a. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner; or
 - b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the program should cease to be rightful."
3. When software is to be used on a disk sharing system, efforts shall be made to secure this software from copying.
4. Illegal copies of copyrighted programs may not be made or used on school equipment.
5. The library media center director of each building or the district network administrator, with approval of the building principal, are designated as the only individuals who may sign license agreements for software in the district. Each school using the software also should have a signature on a copy of the software agreement for local control.
6. Each building principal shall be responsible for establishing practices which will enforce these guidelines at the school level.

APPROVED: January 1987

REVISED: January 23, 1996