

1 817. ADMINISTRATIVE AND INSTRUCTIONAL SOFTWARE
2 POLICY

3 District employees and students must be aware that computer software manufacturers prevent the unau-
4 thorized use of their software programs through the use of federal copyright laws. Copyright is a property
5 right given by the Constitution to creators of works fixed in a tangible medium of expression.

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7 **Purpose**

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9 The purpose of this policy is to:

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11 a) provide guidelines to prevent violation of copyright laws and ensure that software copyright
12 principles and ethics are included in the administrative work functions, computer curriculum, and
13 staff development program; and
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15 b) provide for an effective software inventory to physically control administrative management and
16 instructional software.

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18 **Regulation**

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20 The Deer Lakes School District recognizes and supports the limitation imposed by copyright laws. These
21 laws specifically prohibit unauthorized duplication of software and its documentation except to provide for
22 archival back-up copies.

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24 The Deer Lakes School District prohibits the use of personal, pirated or otherwise illegally obtained
25 software on school district equipment. Unauthorized copying of Deer Lakes' owned, privately owned, or
26 illegally obtained software is prohibited.

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28 In an effort to discourage violation of copyright laws and to prevent illegal use of Deer Lakes' computer
29 systems, the proper use of computers will be taught through planned computer curriculum and computer
30 related instruction for students. Administrative and instructional staff will address the ethical and practical
31 problems caused by software piracy, and will be expected to adhere to the provision of Public Law 96-517,
32 Section 7 (b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a
33 back-up copy of computer programs. This states that "it is not an infringement of the owner of a copy of a
34 computer program to make or authorize the making of the copy or adaptation of that computer program
35 provided

- 36
37 - that such a new copy or adaptation is created as an essential step in the utilization of the
38 computer program in conjunction with the machine and that it is used in no other manner, or
39
40
41 - that such a new copy or adaptation is for archival purposes only and that all archival copies
42 are destroyed in the event that continued possession of the computer program should cease to
43 be rightful."

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45 When software is being used on a disk sharing system, efforts will be made to secure the software from
46 copying.

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48 Personal or unauthorized copies of copyrighted programs may not be made or used on school equipment.

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Section:	No. 817
Title:	Operations
	Administrative and Instructional
	Software Policy
Date Adopted:	September 21, 1992

50 An inventory of all copyrighted administrative management and instructional software and courseware at
51 both the district and building levels shall be maintained by the computer technician. An inventory shall
52 include for each title the location by building and a designation of copyright limitations, releases and
53 license agreements which apply. The originals of all releases and license agreements applicable to
54 administrative and instructional software and courseware shall be maintained in the computer technician's
55 offices; and copies of the same shall be maintained on file in each building where the software, courseware,
56 or copies of the same are located and used.

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58 In the event that a person is uncertain as to whether a particular program may be used or duplicated, he/she
59 should seek approval of the computer technician.

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61 Violators of this policy may be subject to district disciplinary action as well as prosecution under Public
62 Law 96-517, Section 7 (b).

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64 FIRST READING: August 17, 1992 DATE APPROVED: September 21, 1992