

District Software Policy

Pueblo Rural School District 70

Pueblo Rural School District 70 Department of Technology is responsible for installation, management, and maintenance of district owned software. All software licensing agreements are observed and maintained by the Department of Technology. Therefore, the following guidelines must be observed by all students, faculty, and staff within Pueblo Rural School District 70 concerning the use of software on district owned computer systems / hardware:

- ◆ All software installed on public school or academic computer systems shall be legally licensed software and shall be owned by the district and/or school(s) where the software is in use.
- ◆ All purchased, copyrighted software and materials must not be replicated without a legally purchased or acquired license or without written permission from the holder of the copyright. Freeware and shareware can be used while observing licensing restrictions for such software. Shareware that permits a limited time license should be removed from any and/or all computer systems once the time limit has expired or purchase of said shareware must take place if the software is to be used past the expiration period. Registration of shareware and freeware products will be handled in the same manner as for commercial software products.
- ◆ In no case should private-owned or unauthorized software be installed, loaded, and/or used on public school or district computer systems. Installing unauthorized software to a computer system, workstation, network server within the district can lead to system failures. Unauthorized installations also place the district, school, and individual involved at risk for civil and criminal action which can result in heavy fines and/or other criminal charges imposed on all parties involved.
- ◆ Intentional modifying or erasing of software without authorization by the Department of Technology or Site Technology Coordinators is prohibited.

- ◆ Any software that has been replicated or installed without a license will be removed if detected. Any software installed without the consent of the Department of Technology or School Technology Coordinators will also be removed.
- ◆ All district or school software must be turned over to the Department of Technology and/or Site Technology Coordinators for completion of registration and inventory requirements.
- ◆ Software can be checked out by the Department of Technology or Site Technology Coordinators to students, faculty, and staff as authorized by the Department of Technology for home work-related installations, site system configurations, or district system configurations.
- ◆ Anyone who damages or loses district owned software will be responsible for replacement of the software. Anyone who misuses district owned software will be subject to consequences deemed necessary by the Department of Technology, Superintendents, and/or the Board of Education.
- ◆ Due to personnel turnover, software must not be registered in the name of the individual user. The Department of Technology and Site Technology Coordinators will maintain a library of all software licenses and registrations.
- ◆ Software can only be installed by District 70's Department of Technology personnel or Site Technology Coordinators.
- ◆ Anyone who intentionally installs a virus or viruses will be subject to consequences deemed necessary by the Department of Technology, Superintendents, and/or the Board of Education.
- ◆ If there are questions regarding the use of district-owned and licensed software for legitimate work-related instances at home or private-owned and licensed software for educational-related instances in the classroom, please consult with the district's Department of Technology. Use of software at home for work-related causes may be acceptable by some companies determinant upon the licensing agreement for said software. Use of private owned software may also have licensing exceptions for

educational use. Both instances must first be examined by the Department of Technology and decisions to use said software will be made by the Department of Technology.

- ◆ Site software audits will take place on a periodic random basis by District 70's Department of Technology personnel. All users must fully cooperate during audit procedures.
- ◆ According to the US Copyright Act, illegal reproduction of software is subject to civil damages of as much as US \$100,000 per title infringed, and criminal penalties, including fines of as much as US \$250,000 per title infringed and imprisonment of up to five years. An individual who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstance by the Department of Technology, Superintendents, the Board of Education, and/or other law enforcement agencies.