

# **Anchor Bay Schools Software Policy**



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# **Anchor Bay School District Software Procedures & Policy**

## **Statement of Ethics**

The policy of the Anchor Bay School District is to respect all computer software copyrights and adhere to the terms of all software licenses to which the District is a party. The District's Technology Department is charged with enforcing these procedures.

Anchor Bay School District users are prohibited from duplicating any licensed software or related documentation for use at work or elsewhere unless the Anchor Bay School District is expressly authorized to do so under the terms of the software licensing agreement.

## **Purchasing and Acquisition**

In order to purchase software, users must obtain approval from the Technology Department pertaining to purchases made with **District funds**.

Software that is purchased with District funds must be evaluated and purchased through the Technology Department to ensure accountability and compatibility with the network servers and infrastructure, existing equipment, and existing software. The Technology Department must have a complete record of all software purchased in order to register, support, upgrade and install software.

## **Registration**

The District will register supported software packages. This software must be registered in the name of the Anchor Bay School District. Due to potential personnel turnover, software will not be registered in the name of the individual user. The Technology Department, in partnership with the Library Media Paraprofessionals, will maintain a registered copy of all Anchor Bay School District software and will keep a library of software licenses and media in the Technology Department Office in a secure location.

When software is delivered, it should first be sent to the Technology Department Office so that it can be tested, registered with the software publisher, and added to the District's inventory.

## **Installation of Software**

**After** the registration requirements are met and the Technology Department **verifies** that such an installation would not violate any licensing agreement, copyright, or school district policy and that the installation would not interfere with other software already running on the system or network, then the Library Media Paraprofessional/Staff or a member of the Technology Department can install the software. Manuals, tutorials, or other user materials accompanying the software will be given to the user. Once installed on the hard drive, a copy of the original CD will be kept in a safe storage area maintained by the Library Media Paraprofessional, and or a copy will be sent to the Technology Department. Anchor Bay School District computers are District-owned assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined may be used on Anchor Bay School District computers.

## **Individual Software Acquisition**

Education-related software purchased by the individual needs to be approved by the Technology Department before the software can be installed on Anchor Bay School District computers. This software will not be supported by the Anchor Bay School District. The software will still need to be registered under Anchor Bay Schools if the software is required to be registered. The Technology Department will also need proof of purchase and/or a physical copy of the media and a copy of the license and/or Product Keys. If a staff member leaves the building and/or District, the software will be uninstalled and all information will be returned to the staff member.

## **Home Computers**

Generally, District-owned software cannot be loaded on a user's home computer. Some software is allowed for home use under certain circumstances. Users should consult with the Technology Department to determine if the software license allows home use.

## **Software Audits**

The Technology Department and/or the Library Media Paraprofessionals will conduct periodic audits of all ABSD computers, including portables, to ensure that the ABSD is in compliance with all software licenses. **If unlicensed software is found by the Technology Department, software will be uninstalled if the proper required proof of software licensing is not available.**

### **Penalties of Illegal Software**

According to the US Copyright Act, illegal reproduction of software is subject to civil damages of as much as \$100,000 (US) per title infringed and criminal penalties, including fines of as much as \$250,000 (US) and up to five years in prison. Damages resulting from violation of the US Copyright Act are not covered by the Anchor Bay School District's liability insurance. The burden of payment of civil and/or criminal damages resulting from software infringement falls upon the employee.

### **Procedures for Software Acquisition**

#### **District purchased Software:**

- Contact the Technology Department.
- Fill out a software request form including a plan for how the software will be used and a source for obtaining the software.
- A demonstration copy of the software must be obtained for testing.
- The Technology Department will evaluate the software's compatibility with the District computers.
- If software is approved, installation plans will be implemented with staff members and the Curriculum Department.

# Policy

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## COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. It also recognizes that safeguards have to be established to ensure that the Board's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Board technology and /or networks are abused in any way or used in an illegal or unethical manner.

# Policy

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## TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's Interests.

All computers, telephone system, electronic mail system, and voice mail systems are the Board's Property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Boards' computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computer, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, Staff members are prohibited from sending offensive, discriminatory, or harassing computers, electronic, or voice mail message.

The Board is interested in its resources being properly used. Review of computers files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the board interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

# Policy

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The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the building administrator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.