

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: EDCB</b>
	<b>POLICIES AND REGULATIONS</b>	

## **USE AND COPYING OF COMPUTER SOFTWARE**

Aberdeen School District has specific policies governing the use and copying of computer software. The information provided below is intended to provide guidance on the property rights of copyright holders.

### **POLICY STATEMENT**

It is District policy that no member of the district engage in any activity that violates federal, state, or local laws, the terms of software license agreements, or other District policies pertaining to computer software. Staff and students operating any computer software or hardware owned by or licensed to the District:

1. Must abide by all terms of the software license agreement and the District's Home Use Software Agreement (EDCA).
2. Must be aware that ALL computer software is protected by copyright unless it is explicitly labeled as Public Domain.
3. Must not copy software for any purpose outside those allowed in that particular software's license agreement.
4. Must not make software available for others to use or copy in violation of that software's license agreement.
5. Must not accept unlicensed software from any third party.
6. Must not install, nor direct others to install on any District-owned or operated computer, any software (including unlicensed software, public domain software, or freeware) without formal approval of the technology department.
7. Must not install, nor direct others to install on any District-owned or operated computer, any personal software without formal approval of the technology department.
8. Must not download any material for which a fee or license agreement is required without formal approval of the technology department.
9. Must not download any files (ex. music, MIDI, mp3, apps, etc.) that violate copyright laws.

Misuse of facilities, services, and equipment is a violation of District rules and regulations and may also be a violation of federal, state, and/or local criminal statutes. Such misuse includes, but is not limited to, unauthorized use of the facilities, services, equipment, files; damage to facilities and/or equipment; tampering with or destruction of programs, files, or accounts; and similar activities. Individuals who violate these or any other computing or telecommunications facilities regulations shall be subject to District disciplinary procedures that may include revocation of computer privileges, fines, restitution of funds, probation, suspension, or termination.

**REF:** EDCA - Educator's Home Use Software

**ADOPTED:** April 23, 2001

**REVISED:** January 28, 2002

**REVISED:** January 9, 2006

**REVIEWED:** November 28, 2011

**REVIEWED:** March 14, 2016