

# NEW HOPE- SOLEBURY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SOFTWARE COPYRIGHT

ADOPTED: June 26, 1989

REVISED: August 5, 2002

	<p style="text-align: center;">814.2. SOFTWARE COPYRIGHT</p> <p>1. Purpose It is the policy of New Hope-Solebury School District (NHSSD) to respect all computer software copyrights and to adhere to the terms of all software licenses to which NHSSD is a party. The Director of Information Technology is NHSSD's software manager, and is charged with the responsibility of enforcing these guidelines.</p> <p>2. Guidelines NHSSD users may not duplicate any licensed software or related documentation for use either on NHSSD premises or elsewhere unless NHSSD is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or NHSSD to both civil and criminal penalties under the United States Copyright Act.</p> <p>Users may not give software to any outsiders, other staff members, faculty, students, contractors, or others. NHSSD users may use software on local area networks or on multiple machines only in accordance with applicable license agreements.</p> <p><u>Home Computers</u></p> <p>NHSSD's computers are district-owned and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on NHSSD's machines. Users are not permitted to bring software from home and load it onto NHSSD's computers. Generally, district-owned software cannot be taken home and loaded on a user's home computer if it also resides on NHSSD's computer. Some software companies provide in their license agreement that home use is permitted under certain circumstances. If a user needs to use software at home s/he should consult with the Information Technology Director to determine if appropriate licenses allow for home use. Individuals disregarding this policy are subject to serious disciplinary action.</p>
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Shareware

Shareware software is copyrighted software that is distributed freely through bulletin boards and online services. It is the policy of NHSSD to pay shareware authors the fee they specify for use of their products. Registration of shareware products will be handled the same way as for commercial software products.

Software Audits

The Information Technology Director will conduct annual software audits of all NHSSD PCs, including portables, to ensure that NHSSD is in compliance with all software licenses. Surprise audits may be conducted as well. Audits may be conducted using an auditing software product. The full cooperation of all users is required during audits.

Penalties and Reprimands

A NHSSD user who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstances. Such discipline up to and including the possibility of termination of employment. NHSSD does not condone the illegal duplication of software and will not tolerate it. Individuals found in violation will be subject to fines and be required to reimburse the district for any costs incurred.

User Agreement

Each NHSSD computer user is responsible to review NHSSD's anti-piracy statement and agree to abide by its contents.

Federal Regulations  
P.L. 94-553