

All district staff and students will abide by the licensing agreement that accompanies each piece of software purchased by this district or used on district equipment. A notebook will be kept in the room that is the primary equipment location. Included in this notebook will be:

1. Licensing agreements for the software used on the equipment and warranties.
2. Serial numbers.
3. Printout of autoexec.bat, config.sys, windows.sys ini, and win.ini (if applicable) or a utility printout.

A copy of all licensing agreements will be filed with the computer coordinator. The district building, room location, and name of software will be written on, or attached to, the agreement. Whenever a software backup copy is made, it will be used exclusively for that purpose, with the original secured in a locked location.

All personal software used on district equipment will be accompanied by:

1. The original discs;
2. A copy of the licensing agreement; and
3. A written statement by the owner of the software stating that the software is personal software and is being used observing the software agreement.

The computer coordinator will monitor the observance of all policies. If deviations from the policies are observed, the responsible party will be asked to comply with this policy. If the individual does not comply with this policy immediately, the individual will be reported to the building principal who will take necessary steps to insure compliance.

**LEGAL REFERENCE:**

17 USC Section 101 *et seq.*

Marcus v. Rowley, 695 F.2d 1171 (9th Cir. 1983)

ADOPTED: December 13, 1999