

The Board of Education encourages teachers and other employees to publish materials. When materials for publication are not related to the school district, the Board of Education has no involvement. When materials for publication relate to school district activities or persons, they should be submitted to the Superintendent of Schools for his/her review prior to publication. No district employee has the right to represent his/her views as those of the school district.

**SOFTWARE USE AND COPYRIGHT LAWS**

It is the intent of the Burnt Hills Ballston Lake Central Schools to adhere to the provisions of such federal copyright laws and fair use standards as apply to the use of microcomputer software. It is further the intent of the District to comply with all license agreements contained in the software packages used in the district.

The District recognizes that unauthorized duplication of computer software is a major problem for the industry and that violations of copyright laws contribute to higher costs and greater efforts to prevent copying and/or lessen incentives for the development of good educational software. Therefore, in an effort to prohibit violation of copyright laws, the Board of Education establishes the following software use and copy guidelines:

Use of Software

1. Only software which falls into the following categories shall be used in the District:
  - a. software in the public domain.
  - b. software purchased by the District for which a record of a bona fide purchase exists.
  - c. software covered by a licensing agreement with the software author(s), vendor or developer for which a written record is on file with the District Instructional Technology Coordinator.
  - d. software donated to the District for which a written record of a bona fide contribution is on file with the District Instructional Technology Coordinator.
  - e. software purchased by the user who can produce on demand a record of a bona fide purchase, or loaned to the user for which the user can produce on demand a record of a bona fide purchase maintained by the owner.
  - f. software being reviewed for possible purchase for which a purchase order is available.
  - g. software written or developed by school district employees or students.
2. In the absence of a license or agreement that explicitly allows it, multiple software loading or booting software from one disk into multiple machines at the same time is strictly prohibited by anyone using District software or hardware.
3. In the absence of a license or agreement that explicitly allows it, loading software on a local area network is strictly prohibited by anyone using District software or hardware.
4. The District Instructional Technology Coordinator and the Superintendent of Schools, or his/her designee, are the only individuals who may sign license agreements for software use in the District. Each school within the District using licensed software will have a signed copy of such software agreements on file in the main office of the school.
5. All questions concerning the use and copying of District software shall be referred to the District Instructional Technology Coordinator or the Superintendent of Schools.

6. Under no circumstance shall unauthorized copies of copyrighted software be made or used on school equipment. Individuals who violate this policy shall be personally liable for the infringement of the copyright laws, as such violation is specifically prohibited by the District.

#### Copying of Software

1. Educators and students in all classes or areas where software is used in the District will be instructed in the legal, ethical, and practical implications of software piracy.
2. District employees will be informed that they are expected to adhere to section 117 of the 1976 Copyright Act as amended in 1980 governing the copying of software. This provides for authorized copying of computer software only when:
  - a. the new copy is created as an essential step in the utilization of the computer program
  - b. the new copy is for backup or archival purposes. Additional copies shall not be made for any reason unless authorized by this policy.
3. When written permission is obtained from the copyright holder to use software on a disk-sharing system or local area network, efforts will be made to assure that software will not be further copied.
4. The Principal at each school site is responsible for the enforcement of this policy in his/her building.

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