

SOFTWARE USAGE

1. **General Statement of Policy.** It is the intention and policy of Stanley-Boyd Schools (SBS) to respect all computer software copyrights and to adhere to the terms of all software licenses to which SBS is a party. SBS will take all steps necessary to prohibit users from duplicating any licensed software or related documentation for use either on SBS premises or elsewhere unless SBS is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or SBS to both civil and criminal penalties under the United States Copyright Act. SBS must not, and will not permit any employee to use software in any manner inconsistent with the applicable license agreement, including giving or receiving software or fonts from family, friends, colleagues, and other persons.
2. **Budgeting for Software.** When acquiring computer hardware, software and training, SBS must budget accordingly to meet the costs at the time of acquisition. When purchasing new computers, SBS must budget and purchase software to use on the additional machines, unless the software will be uninstalled from existing machines. When purchasing software for existing computers, SBS must consider the number of computers the software will be installed on. This consideration is based on class sizes, estimated additional use, and the number of labs that will be used to teach classes using the software.
3. **Acquisition of Software.** All software acquired by SBS must be purchased only after consulting With the technology administrator, who may consult other appropriate persons, including the superintendent and appropriate school administrators. software acquisition channels are restricted to ensure that SBS has a complete record of all software that has been purchased for SBS computers and can register, support, and upgrade such software accordingly. This includes software that may be downloaded and/or purchased from the Internet.
4. **Registration of Software.** When SBS receives the software, the technology administrator must receive the software first to complete registration and inventory requirements before installation. In the event the software is shrink-wrapped, the technology administrator is responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of SBS and the department in which it will be used. Due to personnel turnover, software will never be registered in the name of the individual user. The technology administrator maintains a register of all SBS's software and will keep a library of software licenses. The register must contain: a) the title and publisher of the software; b) the date and source of software acquisition; c) the location of each installation as well as the serial number of the hardware on which each copy of the software is installed; d) the existence and location of back-up copies; and e) the software product's serial number.
5. **Installation of Software.** After the registration requirements above have been met, the technology administrator or a member of the IT department will install the software. Once installed, the original media will be kept in a safe storage area maintained by the technology administrator. User manuals, if provided, will either reside with the user or reside with the original software.
6. **Home Computers.** SBS's computers are organization-owned assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on

SBS's machines. Users are not permitted to bring software from home and load it onto SBS's computers. Generally, organization-owned software cannot be taken home and loaded on a user's home computer if it also resides on SBS's computer. If a user is to use software at home, SBS will purchase a separate package and record it as an organization-owned asset in the software register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. If a user needs to use software at home, he/she should consult with the software manager or designated department to determine if appropriate licenses permit home use.

7. **Shareware.** Shareware software is copyrighted software that is distributed via the Internet. It is the policy of SBS to pay shareware authors, as appropriate, the fee they specify for use of their products. Under this policy, acquisition and registration of shareware products will be handled the same way as for commercial software products.

8. **Annual Audits.** The software manager or designated department will conduct an annual audit of all SBS's PCs and servers, including portables, to ensure that SBS is in compliance with all software licenses. During the annual audit, SBS will search for computer viruses and eliminate any that are found. The full cooperation of all users is required during audits.

9. **Penalties and Reprimands.** According to the US Copyright Act, illegal reproduction of software is Subject to civil damages of as much as US\$100,000 per title infringed, and criminal penalties, including fines of as much as US\$250,000 per title infringed and imprisonment of up to five years. SBS does not condone the illegal duplication of software and will not tolerate it.

I have read SBS's anti-piracy statement and agree to abide by it accordingly. I understand that violation of any above policies may result in both civil liability and criminal penalties for the SBS and/or its employees.

SIGNATURE

TITLE

DATE

Approved: February 28, 2007