Lake Shore Public Schools Software Policy
Revised 2/15/2000

Statement of Ethics

The policy of Lake Shore Public Schools (LSPS) is to respect all computer software copyrights and adheres to the terms of all software licenses to which the District is a party. The District's Technology Department is charged with enforcing these guidelines.

Lake Shore Public School users are prohibited from duplicating any licensed software or related documentation for use at work or elsewhere unless LSPS is expressly authorized to do so under agreement with the software licenser.

Purchasing and Acquisition

In order to purchase software, users must follow proper procedures pertaining to purchases made with District funds and obtain approval from the Educational Services Department.

Software must be evaluated and purchased through the Technology Department to ensure compatibility with the network servers and infrastructure, existing equipment, and existing software. The Technology Department must have a complete record of all software purchased in order to register, support, and upgrade said software.

Registration

When software is delivered, it should first be given to the Technology Support Assistant so that she/he can complete registration card, return it to the software publisher, and update the District's inventory.

Software must be registered in the name of Lake Shore Public Schools and the job title or department in which it will be used. Due to potential personnel turnover, software will not be registered in the name of the individual user. The Technology Department, in partnership with the Building Lab Assistants, will maintain a register of all of Lake Shore Public Schools' software and will keep a library of software licenses.

Installation of Software

After the registration requirements are met, the Technology Support Assistant or a member of the Technology Department will install the software. Manuals, tutorials, or other user materials accompanying the software will be given to the user. Once installed on the hard drive, the original CD or diskettes will be kept in a safe storage area maintained by the Technology Support Assistant.

Home Computers

Lake Shore Public Schools' computers are district owned assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on Lake Shore Public Schools' computers. Generally, District owned software cannot be loaded on a user's home computer. Some software is allowed for home use under certain circumstances. Users should consult with the Technology Department to determine if the software license allows home use.

Shareware

Shareware is copyrighted software that is distributed freely through online services and bulletin boards. It is the policy of Lake Shore Public Schools to pay the fee for approved shareware, as specified by shareware authors for the use of their products. Registration of shareware products will be handled in the same manner as commercial software.

Software Audits

The Technology Support Assistant and/or the Technology Department will conduct periodic audits of all LSPS computers, including portables, to ensure that LSPS is in compliance with all software licenses.

Penalties for Illegal Software

According to the US Copyright Act, illegal reproduction of software is subject to civil damages of as much as $100,000 (US) per title infringed, and criminal penalties, including fines of as much as $250,000 (US) and up to five years in prison. Damages resulting from violation of the US Copyright Act are not covered by the Lake Shore Public School District's liability insurance. The burden for payment of civil and/or criminal damages resulting from software infringement falls upon the employee.