

CHARLOTTE PUBLIC SCHOOLS
District Policy & Guidelines on Software Copyright
February, 1999

Charlotte Public Schools recognizes its obligation to adhere to the provisions of copyright laws in the area of microcomputer software. Charlotte Public Schools recognizes that each piece of computer software comes with some form of license agreement that governs its use.

In order to foster the legal and correct use of software, the following points will be observed:

- 1) All users will use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to Charlotte Public Schools' standards of conduct. District users, employees and students will be informed that they are expected to adhere to the copyright laws.
- 2) Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment and/or if appropriate, discipline by Charlotte Public Schools. The ethical and practical implications of software piracy will be taught to educators and school children in all schools in the district.
- 3) When permission is obtained from the copyright holder to use software on a disk-sharing system, efforts will be made to secure this software from copying.
- 4) Under no circumstances shall illegal copies of copyrighted software be made or used on school equipment. No district user will give software to any outsiders including students, community members, customers, and others.
- 5) Technology support staff of this school district are designated as the only individuals who may sign license agreements for software for schools in the district. All software used by the organization on organization-owned computers will be purchased through appropriate procedures. Users who have software needs should contact district Technology support staff.
- 6) Technology support staff of this school district are designated as the only individuals who may install copyrighted software or approve the installation of copyrighted software. A copy of the license for each software items installed on organization owned computers must be on file with Technology support staff.
- 7) Any user who determines that there may be a misuse of software within the organization will notify Technology support staff and an Administrator.
- 8) The District Technology Committee is responsible for establishing practices that will enforce this district copyright policy and these guidelines at the school level.