

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 21, 1998      FILE SECTOR: INSTRUCTION  
DATE REVISED: January 17, 2002      POLICY TITLE: SOFTWARE REGULATION  
DATE REVISED: March 15, 2007  
DATE REVIEWED: December 19, 2013

The Medford Area Public School District requires that all software be purchased and used in accordance with publisher licensing agreements, Medford Area Public School District policies, and applicable copyright laws.

- A. **SITE LICENSED SOFTWARE**: Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally to equipment at the site belonging to the licensee by the district's designated representative. Unless permitted by the license, the software shall not be copied to equipment not owned by the licensee. License agreements will be followed when equipment is relocated.
- B. **NETWORK USE SOFTWARE**: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server and concurrent use is regulated by server metering software. Unless permitted by the license, this software shall not be copied off of the server to individual hard drives or storage devices.
- C. **LAB PACKS AND SINGLE LICENSE SOFTWARE**: Single license software and lab packs may be owned by the district. Such software shall not be copied to more machines than licensure allows or in violation of the license agreement. Copyright Act (Section 117) does permit the licensed user to make another copy for "archival purposes" only.
- D. **PRIVATELY OWNED SOFTWARE**: Software owned by individuals may only be accepted as a donation if it is accompanied by the original paperwork and disks. Anyone bringing privately owned software into the district must adhere to any licensing agreement for that software.
- E. **MISCELLANEOUS SOFTWARE**: Regulations governing the use of shareware, freeware, preview software, and updates are to be followed.
- F. Without notice, any equipment or material on the Medford Area Public School District's property may be audited, inspected and/or monitored for compliance with this policy.

- G. Employees may not use district computer network equipment, programs, supplies or data for personal gain or profit. Any materials created using Medford Area Public School District time or property belongs to the Medford Area Public School District.
  
- H. In an effort to discourage violations of copyright laws:
  - 1. The ethical and practical problems caused by software piracy will be taught as part of the district's computer literacy and character education curriculum.
  - 2. Staff will be provided with information on fair use guidelines and copyright laws.

Failure to comply with this policy may result in disciplinary action and/or possible dismissal from employment.

**CROSS REFERENCE: GBCAB, GBCAC, IIBGA, IIBGAB & KGA**  
**LEGAL REFERENCE: Public Law 96-517, Section 7(b) & Section 117 of Title 17 of the U.S. Code & 120.13(1) Wis. Stats.**