

SOFTWARE LICENSING

Background

To assure a fair return to the authors of software programs, the Division shall comply with the copyright laws and any usage agreements that are applicable to the acquisition of software programs. Copyright laws allow the duplication of back-up copies for use when a program is lost or damaged.

Procedures

1. No software shall be copied onto or used on Division computers unless the specific license for the application has been purchased or it can be proved that the purchase of a license for the application at that site has been initiated.
2. No incompatible software shall be stored or maintained on Division computers.
3. The responsibility to ensure that only legally licensed software applications are in use lies with the Principal.
4. Any software packages that do not require specific licenses (such as Shareware, Freeware, etc.) must be accompanied by supporting documentation certifying the same.
5. Copies of all software licenses must be kept on file by the Principal and included on the inventory listing.
6. The responsibility for approval of installing software on Division computers rests with Technology Services. A privacy impact assessment will be conducted for all software and web resources before installation or use.
7. Technology Services staff may conduct software audits as deemed necessary.

Reference: Sections 9, 85, 87, 175 Education Act
The School Division Administration Regulations 45, 49
Copyright Act
Copyright Regulations

Approved: January 22, 2025