

The Board recognizes that technology is an integral part of everyday living affecting every aspect of our society and, therefore, is committed to educational technology for all students.

The Board wishes to ensure that all employees and students at North Canaan Elementary School who use technology adhere to all statutes concerning software copyrights, use of technology and technology services as well as their ethical use.

The North Canaan Elementary School maintains full copyright on all software and related materials developed by its employees in whole or in part either during the time(s) for which they are being compensated or during a time for which they are not compensated but have utilized equipment owned by North Canaan Elementary School.

Software Usage Guidelines:

1. Duplicating copyrighted software is not permitted unless it is specifically authorized under a policy or license agreement with the software developer.
2. Copying of public domain or shareware programs is permitted provided that there is adequate documentation available to prove that it is public domain. Furthermore, the software should be labeled “Public Domain Software”; or “Shareware.”
3. Illegal copies of software, according to current copyright laws, may not be used on school system computers.
4. Software usage for both network and standalone versions must adhere to the following:
 - Site licenses may only be loaded and utilized on the number of computers designated by the site license agreement. Extensions of such licenses beyond the originally designated number must be fully documented and attached to the original purchase agreement.
 - District licenses may only be loaded and utilized on the number of computers designated by the district license agreement. All sites involved in such usage will be informed of the usage restrictions in writing by the district designee.
 - Any changes needed at the site level under such an agreement must be approved by the district designee.

Software Purchases

1. All software purchases must have an object code of 611 6113 or 611 6114 regardless of the funding source. Software purchases do not fall into the instructional supply categories.

2. Purchases from the approved district software listing, regardless of funding source, must be signed by the Director of Curriculum, Instruction and Assessment or designee. (or person designated by local school system.)
3. Purchases not on the approved district software listing, must follow the current district procedure.

Adopted: October 12, 2021

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut

Instruction**AR6162.7****Backup Copies of Copyrighted Computer Software**

1. Schools may lawfully make one copy of a copyrighted program. The following conditions must be met:

- A. One and only one copy is made.
- B. One copy should be labeled with the name of the program, name of the publisher, copyright holder, and computer compatibility.
- C. Either the original or the copy is stored, and referred to as the “archival” copy. The copy used is referred to as the “circulating” copy.
- D. The archival copy should be stored in a limited access area with appropriate temperature and humidity controls.

2. Only the circulating copy may be used.

3. If the circulating copy is no longer usable, another copy may be made from the archival copy.

Adopted: October 12, 2021

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North Canaan, Connecticut