

**SERIES 300
INSTRUCTION**

363.4

COPYRIGHT POLICY FOR SOFTWARE

The Marshall School District supports the legal interpretation of the Federal Copyright Act as expressed in the Marshall school District Copyright Policy.

Highlights of the Act with respect to software include:

- Teachers shall follow, to the letter, the written license agreements included with each software package.
- Teachers shall NOT copy software illegally on district computers.
- Appropriately trained staff may be responsible for the loading of purchased software, share ware, and freeware on to the network server drives and/or workstation hard drives. This will be accomplished within a reasonable period of time (2-3 days). This will remove most risk to virus infiltration from student disks, illegal extraction of district software and illegal installation of software for which neither the student, teacher, nor district has the license. Network security programs will be installed to control access privileges to the network and local hard drives.
- Network managers will conduct in-house, random software audits to insure compliance with copyright law. A listing of locations and licensing information for all software will be available in the principal's office in each building.

All federal copyright laws hold true in the use of Marshall School District computers.

1. Students may not load onto a computer or run any software for which neither the school nor the student has the license.
2. Students may not copy commercial software to "share" with a friend.
3. Students may not copy software off Marshall school District computers to "borrow" or use for their home computers.

Date of Adoption: February 21, 1996

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