

SOFTWARE USAGE PROCEDURE

Computer software products acquired by the Mount Vernon School District for use on campuses are protected by copyright and licensed under very specific terms of use. It is the policy of the Mount Vernon School District to abide by all copyright restrictions and license terms. Students, faculty, staff or volunteers MAY NOT make copies of any copyrighted software except as allowed by license agreement. Any person who violates this policy could become personally liable for copyright infringement.

Mount Vernon School District staff, students, and others using District software are expected to comply with the following guidelines regarding the use of copyrighted and/or licensed software, including shareware. The following rules apply:

- A. In observance of the copyright provision, the Mount Vernon School District prohibits:
 - 1. Copying a disk without the written permission of the publisher;
 - 2. Using a BACKUP DISK at the same time the original is being used;
 - 3. Reproducing manuals or parts of manuals documenting software without the written permission from the publisher;
 - 4. Loaning District software for non-District use.
 - B. Staff should read and be aware of the Mount Vernon School District Copyright Policy and Software Use Policy (Policy No. 2025).
 - C. Staff should report missing or malfunctioning software to designated building personnel.
 - D. Software checked out to a staff member may not be loaned to a third party.
 - E. The District will be responsible for establishing a system for maintaining District software licensing agreements.
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I have read the above and agree to comply with its requirements.

Employee Signature

Date

Approval Date: 02/12/03