

USE OF TECHNOLOGY IN INSTRUCTION

Copyrights

Staff shall strictly observe copyright laws related to computers and educational technology. A designated employee shall ensure that software is used and duplicated in accordance with vendor/publisher software licensing agreements. Public domain software may be duplicated and exchanged with other schools or staff. No illegal copies of copyrighted software shall be accepted or used in the district.

(cf. 6162.6 - Use of Copyrighted Materials)
(cf.: E. 6162.7 - District Software Copyright User Agreement)

Acceptable Use

Students and staff use will conform to the terms set in the District's Acceptable Use Policies.

(cf. 6163.4 – Student Use of Technology/Acceptable Use Policy)
(cf. 4040 – Employee Use of Technology/Acceptable Use Policy)

Selection of Educational Software

The following guidelines shall be considered when evaluating educational software:

1. Skill levels required to operate the program are commensurate with the skill levels being taught or practiced
2. Instructions are clear and complete, and the program operates as specified in the instructions
3. Program objectives relate to course objectives and are explicitly stated or readily apparent to the learner
4. Responses to learners are helpful and encouraging
5. Users can easily and independently operate the program
6. The pace of the program can be controlled by the teacher or learner, unless pacing is an essential element of the instructional strategy
7. Unanticipated learner input does not disrupt program operation

USE OF TECHNOLOGY IN INSTRUCTION

8. Screens are well-formatted, with appropriate use of sound and graphics
9. Support materials include:
 - a. A description of the hardware required to use the program
 - b. Procedures for installing the software
 - c. Provisions for the replacement of defective software
 - d. Descriptions of the program's content and objectives, usage in various instructional settings, suggested related classroom activities

Regulation approved:

FOUNTAIN VALLEY ELEMENTARY SCHOOL DISTRICT
Fountain Valley, California



E. 6162.7 (a)

Fountain Valley School District

District Software/Copyright User Agreement

Copyright/Digital Copyright

Employees and students of the Fountain Valley School District are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, media specialists, support staff, and all other district personnel take an active role in assuring compliance with the United States copyright law and congressional guidelines. US copyright laws protect most creative works that include books, computer software, music, film, and video.

The District does not sanction the illegal use or duplication of copyrighted materials in any form. Unlawful copies may not be produced or used on District equipment, within District facilities, or at District sponsored functions. Employees or students who knowingly and/or willingly violate the District's copyright policies do so at their own risk and may be required to reimburse the District for expenses incurred as the result of a violation.

The District Technology Office and principals are responsible for establishing procedures to ensure that offices and schools adhere to copyright law. These procedures should include informing students and staff members of District copyright policy, and periodically remind them of their rights and responsibilities. All school sites and work locations must keep a copy of their computer software license agreements on file.

Internet Copyright

Some computer software is available via the Internet. Download or copyrighted software without a license is prohibited just as unauthorized copying of CD-ROM programs mentioned above. Some software programs are available free to the public. These are referred to as "freeware." Other software may be downloaded and used for a set period of time. These programs are referred to as "shareware" or "demos." Software with a trial period may be purchased online at the end of the trial period. While download of such programs is not a violation of this policy or the law, users must obtain prior written approval of the network administrator (Technology Office) prior to the download and installation.

Copyright law protects all web sites unless stated otherwise on the site. This includes sites that do not include a copyright symbol. Duplicating a world wide web site, or portion of the site, is prohibited without explicit permission of the author. Pictures or text may not be used without the permission of the copyright owner.

Reference: School District of Greenville County, P.O. Box 2848, Greenville, South Carolina

Board Policies:

4040 Employee Use of Technology/Acceptable Use Policy

6162.6 Use of Copyrighted Materials



District Software/Copyright User Agreement (continued)

6162.7 *Use of Technology in Instruction*

6163.4 *Student Use of Technology/Acceptable Use Policy*

Computing and Software Use

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the Technology Department or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to the District's standards of conduct. The following points are to be followed to comply with software license agreements:

- All users must use all software in accordance with license agreements and the District's software regulation. All users acknowledge that they do not own this software or its related documentation and that, unless expressly authorized by the software publisher, they may not make additional copies except for archival purposes.
- Any person illegally reproducing software can be subject to civil and criminal penalties, including fines and imprisonment. According to the U.S. Copyright Act, illegal reproduction of software is subject to civil damages of as much as U.S. \$250,000 per title infringed, and criminal penalties, including fines of as much as U.S. \$250,000 per title infringed and imprisonment of up to five years. A District user who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstances. The District does not condone the illegal duplication of software.
- No user will give software or fonts to any outsiders, including consultants, suppliers, contractors, and others. Under no circumstances will the District use software that has been brought in from any unauthorized location under the District's policy, including, but not limited to, the Internet, home, friends, and colleagues.
- Any user who determines that there may be a misuse of software within the District will notify the Director, Technology, site principal, and/or division supervisor.
- All software used by the District on District-owned computers will be purchased through appropriate procedures.
- Generally, District-owned software cannot be taken home and loaded on an employee's home computer if it also resides on a District computer. However, some software companies provide in their license agreements permission of home use under certain circumstances.
- Shareware software is copyrighted software that is distributed via the Internet. It is the policy of the District to pay shareware authors the fee that they specify for use of their product. Under this policy, acquisition and registration of shareware products will be handled the same as off-the-shelf commercial software products.

Handheld computing/communication devices (e.g., personal digital assistants [PDAs], smart



E 6162.7 (c)

District Software/Copyright User Agreement
(continued)

phones, and other personal communication devices) that use any medium to synchronize, transmit, share, or access files on remote computer or server are permitted, with some limitations. Synchronization with Microsoft Outlook calendars, contacts, messages, and notes is permitted. The District is not responsible for damage, corruption, modification, and/or deletion of any personal data stored on any personally-owned handheld computing/communication device. Furthermore, the District makes no guarantees of service quality or access regarding handheld devices.

Computer equipment supplied by the District must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) without prior knowledge and authorization from the Technology Department.

On District-supplied computer hardware, users must not change the operating system configuration or install new software. If such changes are required, they will be performed by Technology Department personnel only.

Employee Signature

Date

School/Location

Version: April 15, 2010