

Policy of Software Copyright Compliance

The school will ensure that software installed on computers within the school will be fully licenced in compliance with the software manufacturer / supplier and that measures are taken to prevent illegal copying of software in school.

Objectives:

- To make staff aware of their obligations under the software copyright legislation.
- To have proof of legal licences, where required, of software installed on computers.
- To keep licence documentation available for inspection, but kept in a secure place.
- To ensure that multiple use of software programs are only copied with appropriate licences and monitored to remain legal.
- To ensure that software installed on the school network are appropriately licenced and monitored.
- To keep software media in a secure place after legal installation.
- To periodically conduct audits of software installed on machines to ensure that only licenced copies are installed.
- To ensure that individually aquired software CD ROMs and discs are not illegal counterfeit copies by tracing their source.
- To have in place a procedure for disposing or transferring software in accordance with the licencing agreement.
- To maintain an asset register of all computer hardware and software with details of licencing.

Sample Preview