

Software Licensing Guidelines

New Software

All software orders are signed off by the Technology Supervisor after the Building Administrator signs the purchase order and is sent to the business department.

Software order is inventoried by Network Manager and entered into district inventory database with site location and date delivered to building technician.

Notes:

- Microsoft Office and Publisher is purchased with every machine and record is kept in district database
- Microsoft Windows licenses are OEM purchases.

Software brought in from Home

Technology Staff must have a photocopy of license/box in their office

Existing Software

Technology Staff have the responsibility of making sure all computers in the district are not breaking copyright laws. To insure that the district is in compliance, software audits will be conducted during maintenance and building inventories.

Technology Staff must have a copy of license or purchase order for all programs or have the software inventoried in district inventory database

When programs are found that we do not have licenses for the technology staff will do the following:

1. Contact staff member and request license or purchase order copy for inventory records
2. If staff does not reply in two days, the Technology Staff will request licenses from Building Administrator. Follow up communication will be made with staff member.
3. If licensing information cannot be located, Technology Staff will notify Technology Supervisor of license violation. Technology Supervisor will inform the Building Administrator that District Technician will be removing or disabling software until purchase order is created to comply with license.