Magnolia ISD
Computer Software Policy

It is the policy for Magnolia ISD to respect all computer software copyrights and to adhere to the terms of all software licenses to which Magnolia ISD is a party. The Technology Department is charged with the responsibility of enforcing these guidelines.

Magnolia ISD employees, students and others who use our computers may not duplicate any licensed software or related documentation for use either on Magnolia ISD premises or elsewhere unless the Technology Department is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the United States Copyright laws.

Employees, students, and volunteers may not give software to any third party including relatives, clients, contractors, etc. Magnolia ISD employees, students, and volunteers may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

All computer software acquired by Magnolia ISD must be purchased, reported to and installed by the Technology Department (or it's designee). Software acquisition channels are restricted to ensure that the school district has a complete record of all software that has been purchased for Magnolia ISD computers and can register, support and upgrade such software accordingly. Software on district computers used for instructional purposes must be listed in the District Technology Plan (or meet approval by a district curriculum director and the Technology Department). Each school or department must maintain accurate records of purchases and licensing agreements.

Personal software is software owned by an individual. Only in rare cases does the District allow personal software to be installed on District computers. Personal software installed on district owned computer hardware must be approved and installed by the Technology Department (or it's designee).

Anyone who wishes to install software on district computers for personal, instructional or administrative purposes must put this request in writing using the District Installation Request Form. Requests for district owned textbook software must be entered into a Technology work order form with in FirstClass.

The Technology Department (or it's designee) will uninstall any software that has been determined to be an illegal copy or that has been installed without approval as described in this document.

For further information regarding purchasing and installation of computer software, please call (281-252-1005) or write to the Director of Technology (Technology Center).