ABCA-AR - COMPUTER SOFTWARE

In an effort to ensure all computer software used within the District is acquired, installed, maintained, and used in compliance with applicable copyright laws, licensing agreements, and ethical standards, and to prevent piracy activities, the District shall implement the following safeguards:

1. Acceptable technology use and the ethical and practical problems caused by software piracy will be taught in all schools.
2. Only the Superintendent or designee is permitted to make an archival copy of software in accordance with section 117 of the Copyright Act.
3. Software purchases shall be made only through approved District purchasing procedures and applicable policies.
4. The District shall annually review software licenses and related documentation and contracts to ensure compliance and proper usage.
5. The District shall maintain proper documentation and an inventory of licensed software, including license agreements, serial numbers, and renewal dates.
6. Only the administrator or a designee shall acquire, download, install, remove, or modify software, applications, games, or executable files on District-owned devices.
7. Illegal copies of copyright programs may not be made or used on district equipment.
8. Unauthorized software may be removed from any District-owned or -managed device immediately without prior notice to the user.
9. The District shall investigate and respond to suspected violations of software licensing or privacy laws.
10. The District may conduct periodic audits of District devices and systems to verify software and acceptable use compliance.
11. The building administrator or designee of each school is responsible for establishing practices that will enforce District policy and these regulations, including implementing application control or whitelisting systems to permit only approved software to run on school devices; monitoring district-owned or -managed devices, servers, cloud systems, and network activity; and using automated tools to identify unlicensed, counterfeit, or prohibited software.

This policy applies to all District employees, students, contractors, volunteers, consultants, and any other individuals who access District-owned or District-managed technology resources.

End of Jamestown Public School District Administrative Regulation ABCA-AR….Adopted 11-2-2026