

MENOMINEE INDIAN SCHOOL DISTRICT

361.4

Instructional Software and Online Subscription Request for Approval

All software and online subscriptions intended for use in the Menominee Indian School District must be approved before it can be purchased. This is to ensure that the software meets support curriculum/instruction, is compatible with computer systems in the schools, and can be supported on the current technology infrastructure. Software/ online subscriptions not purchased through this process are considered unsupported. This acquisition procedure is designed to assure only legally purchased software is installed and accurate inventories are maintained for insurance and licensing purposes.

Software Selection Review Process:

When reviewing software and online subscriptions it is important that reviewer(s) considers: content, curriculum connections, student engagement, target audience, assessment, perspective, technical requirements, software stability and technology effectiveness.

Single Copy Purchases

Single-copy purchases are discouraged and should only be made when this method is the most effective solution to meet instructional needs of individual students. Single copy software may not be installed on multiple machines. Building Principal needs to submit Requisition for New Technology Purchases Form to District Technology Coordinator for approval. All school owned software must have a copy of the license and purchase order kept in a secure file in the school and another copy should be sent to the District Technology Coordinator. Building Technology Coordinators must update school's software inventory with new purchase.

Multiple Copy, Lab Pack and Site License Purchases

Schools purchasing multiple copies, lab packs, site licenses or online subscriptions should complete Evaluation Rubric and Requisition for New Technology Purchases Form. Building Principal needs to submit both documents to District Technology Coordinator for approval. All school owned software must have a copy of the license and purchase order kept in a secure file in the school and another copy should be sent to the District Technology Coordinator. Building Technology Coordinators must update school's software inventory with new purchase.

Software Retirement Criteria

The following criteria will be used when determining if software needs to be retired:

- Does the software run with current operating system without conflict?
- Does the software run with current operating system and without conflict with other software?
- Does the software run with current operating system and without excessive maintenance?
- Has the software been determined to be cost effective?
- Is the software sufficient for the task and does it provide a optimum learning experience for students?

NOTE: If software is deemed necessary to instructional and/or administrative needs, then an appropriate replacement needs to be acquired prior to software retirement.

Software Compatibility Considerations

If there is a compelling academic or administrative need for software which does not run on our current network infrastructure, district technology personal can assist the requesting building in determining the cost of the system, which may include hardware and maintenance contracts and/or hosting services in addition to the cost of the software itself. The requesting building may be responsible for the funding of all activities surrounding the project, including any costs related compatibility, installation, and/or maintenance.

Building Software Upgrades

It is the responsibility of the Building Technology Coordinator to notify the District Technology Coordinator when an upgrade is purchased or available for download. The District Technology Coordinator will determine the timing of the software upgrades and work with Building Technology Coordinator to schedule work.

Copyright Violation and Software Piracy

Menominee Indian School District forbids the use, distribution, or installation of any software not owned by the district or school. All school owned software must have appropriate documentation- a copy of the license and purchase order that is kept in a secure file in the school and another copy should be sent to the district technology coordinator.

The district reserves the right at any time, without notification, to uninstall, removes or delete any software, from any computer or network server, which does not comply with district software policy.

Menominee Indian School District will respect all computer software copyrights and adhere to the terms of all software licenses to which it is a party.

No software made available on district computers and related peripherals may be copied unless permission to do so is explicitly stated on the disk or the software program. Unauthorized duplication of software may be grounds for termination of access, disciplinary review, expulsion, termination of employment, and/or civil/criminal penalties under the United States Copyright Act.

No software available through the district's schools may be distributed to contractors, students, employees, and others except in the case of at home licensing for teachers. Users may use software on local area networks or on multiple machines only in accordance with license agreements. Unauthorized distribution of software may be grounds for termination of access, disciplinary review, expulsion, termination of employment, and/or civil/criminal penalties under the United States Copyright Act.

Public domain software may be copied and shared because it is not subject to any copyright restriction. Public domain software must be checked for compatibility and viruses prior to copying or using.

Shareware is copyrighted software that the developer encourages you to use and then purchase. Shareware may not be used beyond the testing stage without being purchased.

Extended trouble-shooting for software conflict is costly to MISD. Standard procedure for extended software conflict includes re-imaging a computer with a standard image. Backup of computer files prior to the reload process is the responsibility of the user.

According to the United States Copyright Act, illegal reproduction of software is subject to civil damages of as much as \$100,000 per title infringed, and criminal penalties, including fines of as much as \$250,000 per title infringed and imprisonment of up to five years.

Software Audits

The district IT will conduct random audits of all district PCs to ensure that the district is in compliance with all software licenses. During these random audits the district will search for inappropriate software and eliminate any that is found.

Software Log: A software log will be maintained of all software owned or used by the district. After the audit has been completed, the software log will be used to list all old and newly acquired software.

Penalties and Reprimands: Anyone who violates this policy will be referred to the building principal and for possible disciplinary action.

APPROVED: August 2008