

**ADMINISTRATIVE
REGULATION****Category: Board & General
Administrative Matters**

COMPUTERS, PERSONAL COMPUTER SOFTWARE PROCEDURE**PURPOSE**

The purpose of this procedure is to communicate the District's procedures and regulations regarding the standards, use and acquisition of the personal computer (PC) software.

The District recognizes that software standardization is the optimum way to ensure that information bases can be easily transferred between users and departments in the areas of word processing, spreadsheets, databases and operating environments (such as DOS and windows).

SOFTWARE ACQUISITION

Personal computer software used by District employees on District-owned personal computers should be selected from the approved list of software programs in the Information Services Department. The list of approved software will change from time to time. It is not the intent of the District to be on the "cutting edge" of software technology. Nor is it the intent of the District to fall too far behind that technology.

All software must be purchased through Information Services and approved by the Information Services Manager before the Purchasing Department will issue a purchase order. Additionally, the purchase of software not on the approved list must be justified in writing by the user department to ensure the compatibility of information systems and software throughout the District.

To order software, complete a special requisition which identifies the software needed and the reason(s) it is needed and forward it to Information Services. Funds must be available in the user department for the purchase.

ILLEGAL SOFTWARE

Illegal personal computer software is defined as any copy of personal computer software which was not purchased or leased by the District through proper channels but is installed on a personal computer owned or leased by the District.

Software piracy is installing a copy of software that was not legally purchased from the publisher. It is any act that violates the software license printed on the publisher's disk packet.

Most software license agreements allow software to be installed on only one personal computer. If the number of computers loaded with the same software exceeds the number of licenses issued to the District for that software, the District is in violation of the license agreement and may be subject to fines.

Department managers are responsible for the software used by employees in their respective departments. Manuals, master diskettes and license agreements must be available for all software installed on each computer in a department. The master diskettes and license agreements will be kept in Information Services.

COMPUTER VIRUSES

A computer virus is generated from program files found in software programs. Virus programs disrupt computer performance. Without the use of a virus detection program there is no way to know that a program, which is copied, does not contain a virus.

The Information Services Department maintains virus detection programs. Please call the department if you are concerned that a virus may be present in a program.

In addition to licensing issues, protect your computer's performance by not allowing unauthorized programs to be loaded or run on your computer.

IMPLEMENTATION OF REGULATION

All software will be ordered and purchased through Information Services. When it is received, Information Services will install it on the user's computer and log it in their database as belonging to that particular computer. The vendor's diskettes will remain in Information Services.

A sticker will be placed on each District computer indicating that it is against District regulations and federal law to load unauthorized software on any District computer. As part of the annual fixed asset audit of the District, Information Services will conduct an inventory of all software on each computer.

On an on-going basis, the Information Services Department will investigate any allegation with regard to illegal software being used on computers owned by the District. Illegal software used or loaded on computers owned by the District will be removed by the Information Services Department whenever found. The respective department manager will be notified in writing of the software removed from the computer in question.