POLICY:	COMPUTER TECHNOLOGY: COPYRIGHT, LICENSING AND PURCHASING GUIDELINES			#	401
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A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board recognizes the importance and efficiency of keeping abreast of the latest advances in microcomputer technology.

1.2 Consistency in purchasing hardware and software must occur throughout the system to ensure that pricing efficiency is achieved and that training can occur uniformly throughout the system.

1.3 The Board, therefore, will maintain standards for hardware and software and provide guidelines to staff regarding their purchase.

1.4 The Board respects copyright legislation and licensing agreements.

1.5 Employees who knowingly and willingly infringe on copyright legislation and licensing agreements will be held personally accountable for the illegality of this behaviour.

B: GUIDELINES

2. Purchasing Guidelines

2.1 Information regarding the current hardware and software standards is available from the Manager of Information Technology or designate.

2.2 Acquisitions of non-standard technology must receive written prior approval from the Superintendent of Business & Corporate Services or the Superintendent of Education, as applicable. Non-standard technology acquired without written prior approval will not be supported by the Board.

2.2.1 Support is defined as:

- technical advice administered by Board employees, or training financed by system funds; and
- repair and maintenance of microcomputer technology financed by system funds.

3. Licensing Agreements

3.1 All computer software contains licensing agreements that specify the number of computer systems that the software can be loaded on. There are two types of agreements, Single User License and Site License.

3.1.1 Single User License agreements specify that the computer software is licensed for a Single User computer system and cannot be copied and loaded on other systems.

3.1.2 Site License agreements specify that the computer software is licensed for a restricted number of computers and can be loaded on the number of systems as designated by the licensing agreement.

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3. Licensing Agreements (continued)

3.2 It is the responsibility of employees to understand the type of licensing agreement that governs their software before it is loaded on the computer system. Failure to comply with the licensing agreement is illegal.

3.3 It is the responsibility of individual schools and departments to keep a permanent record containing proof of purchase and license rights for all software inventories in use.