

	REGULATION TITLE: Electronic Copyright Compliance
	CODE: EGAD-R

Electronic information is volatile and easily reproduced; respect for the work and personal expression of others is especially critical in computer environments. Plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations may be grounds for sanctions against employees and students of the district.

District employees and students are required to adhere to any specific conditions or restrictions required by the licensing agreements for software programs purchased with District funds. For commonly used licensing agreements, the following conditions apply:

- It is illegal to copy a software program when not expressly provided for in the licensing agreement. It is illegal to install a software program, which is licensed for single computer use, for multiple computer use.
- Unauthorized copies of software programs may not be used on District equipment notwithstanding the source of the unauthorized copy.
- Purchase of the appropriate number of copies of a software program is legally required, especially if machines connected to a network are used.
- District employees and students are prohibited from assisting in making or knowingly using illegal copies of software.
- District employees and students are permitted to make an archival (back-up) copy of a software program, provided it is not used or transferred separately from the original program.

Created: April 12, 2013
Reviewed: April 26, 2013 [Friday Report]
Revised:
Reviewed:

Legal Ref: USA Title 17 Copyrights. §117. Scope of exclusive rights: Use in conjunction with computers and similar information systems

Cross Ref: