

VAN NUYS MIDDLE SCHOOL FACULTY HANDBOOK

SOFTWARE POLICY AND CODE OF ETHICS

(Information Technology Division, Bulletin No. K-20, January 31, 2000)

The Los Angeles Unified School District licenses the use of computer software from a number of third parties. The software developer normally copyrights such software. Federal law and District policy prohibit the unauthorized copying and use of computer software programs. Any employee found copying software (other than for backup purposes) and/or giving software to any other person is subject to appropriate administrative and/or disciplinary action, up to and including dismissal.

All employees and students shall use software only in accordance with its license agreement. Unless otherwise noted in the license, or in the event that software arrived without a license agreement, any duplication of copyrighted software, except for backup and archival purposes, is a violation of Federal law and District policy. This signed Code of Ethics will be filed with the Site Administrator.

1. I will use software according to the provisions of the license agreements.
2. I will not make unauthorized copies of software under any circumstances.
3. I recognize that the District will not tolerate the use of any illegal software copies on District computers.
4. I understand that anyone found copying software other than for backup purposes is subject to administrative and/or disciplinary action, up to and including dismissal.
5. I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to \$250,000 per work copied and/or termination from the District.
6. I will report any suspected misuse of software to the Site Administrator.