Rio Rancho Public Schools licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, Rio Rancho Public Schools or its employees have no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of the district’s computer environment from viruses.

1. It is the policy of Rio Rancho Public Schools to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party.

2. Rio Rancho Public School employees and non-employees, including parents, contractors, students, or others, may not duplicate any licensed software or related documentation for use either on school district premises or elsewhere unless Rio Rancho Public Schools is expressly authorized to do so by agreement with the licensor. All unauthorized duplication of software is strictly prohibited and carries both civil and criminal penalties under the United States Copyright Act.

3. Employees may not give stand-alone software to any other employee or any software to non-employees including parents, contractors, students, or others. Rio Rancho Public School employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

4. Only software purchased through proper district financial procedures, or appropriately licensed through the district, may be used on district computers. Employees are not permitted to bring software from home and load it on district computers. District-owned software cannot be taken home and loaded on an employee’s home computer without the written authorization of the software developer or the terms of the software license. Certain "freeware," utilities, and plug-ins can be loaded on district computers if authorized by district network administrators or the Executive Director of the Information Technology Department.

5. All software should be registered in the name of the district and the department/school in which it will be used. District software licenses will be maintained by the Information Technology Department. School software licenses will be maintained by the individual school.

6. School network administrators are responsible for backing up the networks. Individual users of hard drive and stand-alone software are responsible for backing up their own hard drives and software.

7. Announced and unannounced software audits may be conducted by the Information Technology Department to ensure compliance with this policy.

Rio Rancho Public Schools
Adopted: June 24, 1996
Revised: September 6, 2001

Reference: Policies 474, 475, 476, 477