

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
TECHNOLOGY RESOURCE SELECTION & ADOPTION: Installation/Support of Software, Hardware and Online Services on Divisional Facilities	IJKA

I. POLICY

The Louis Riel School Division recognizes;

- its duty to promote student learning through access to various sources of knowledge, and the application of technology
- its ethical responsibility and legal duty to respect copyright law that upholds the rights of creators of intellectual property
- that software installed on divisional computer facilities offers unique opportunities, and equally unique challenges to maintain respect for copyright law, congruence with provincial and divisional curricular outcomes; and capacity and integrity of divisional computer facilities
- that the Division’s preferential purchasing arrangements with software manufacturers depend on the ability to assure those manufacturers that the Division and its schools will respect licensing terms and conditions, and copyright law.

Accordingly, the Division expects that the following **GUIDELINES** and **PROCEDURES** will govern the installation of software and all reasonable action to support

- employees’ and students’ compliance with software licence terms and conditions and copyright laws
- technology instruction that maintains the integrity of the divisional computer facilities

II. GUIDELINES

- A. For the purposes of this policy, the term “divisional computer facilities” will apply to all equipment that relies on the use of software.
- B. The Division’s students, employees, and other users of divisional computer facilities are expected to use software in accordance with the [Canadian copyright legislation](#) that governs the terms of this policy, and the software’s specific license conditions.
- C. The school Principal and/or appropriate workplace supervisor(s) will ensure that students and employees receive information about this policy, its adherence to Canadian copyright

Adopted:	December 16, 2008	Legal References: Copyright Act
Revised:	February 5, 2019	

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legislation, and the need to respect the terms and conditions specific to the use of divisionally purchased and distributed software.

- D. Employees are responsible for understanding the terms and conditions of the licensing agreements that govern the software they use on divisional computer Facilities.
- E. The Division prohibits the creation or use of illegal copies of copyrighted programs on divisional and/or school equipment.
- F. Accordingly, employees of the Division shall not knowingly assist breaches of copyright legislation or software licensing conditions.
- G. The Division and its schools will endeavour to prevent the illegal copying of software.
- H. All divisional departments shall take appropriate measures to inform software users about the intent of this policy, with specific emphasis on software used by employees within departments. As appropriate and feasible, departments will develop policies on software use specific for their department and strive to minimize opportunities for breaches of software licensing conditions.
- I. Arising from the challenges of determining its adherence to copyright legislation, the divisional Information Systems Department will not review or approve the use of donated software.
- J. The schools of the Louis Riel School Division shall support the goals and ideals outlined in appropriate provincial technology curricula/initiatives:
 - 1. Information technology skills are best learned when integrated within a curricular context.
 - 2. Decisions about which information technologies to use, and when and how to use them, should be based on learning outcomes.
 - 3. New installations of software must maintain the integrity of the divisional computer facilities
- K. The Division views a breach of this policy as a serious infraction. Therefore, and in addition to any action that a copyright owner might initiate, the Superintendent of Schools (or designate) will hold employees and students who knowingly breach copyright legislation or licensing agreements as personally accountable for this illegal behaviour.
- L. The Superintendent of Schools (or designate) may restrict or prohibit students, employees, or other persons who breach copyright legislation or licensing agreements while using divisional computer Facilities, from further use of those Facilities and other equipment or Facilities.
- M. Software must be purchased and installed by the Information Systems Department.

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III. PROCEDURES

1. Software and/or online service must be requested by the school administrator.
2. These requests are reviewed by the IS Department for feasibility.

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