

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No.: 704

Section: Property

POLICY GUIDE

Title: COMPUTER SOFTWARE/
EQUIPMENT SELECTION
AND USE

Adopted: 4/21/97

Revision Adopted: _____

POLICY NO. 704 COMPUTER SOFTWARE/EQUIPMENT SELECTION AND USE

1. PURPOSE

Computer software and equipment need to be given careful consideration before they are adopted for use in the School District. Just as we carefully evaluate textbooks, we must carefully evaluate other materials that will be used for student instruction. In addition to the cost of the materials, training in their use, maintenance and support must be considered as part of the adoption procedure. Careful evaluation of materials will provide high quality software and hardware and equality of instruction for all of the students in the District. Materials adopted will provide a basis for higher level exploration and instruction that will enhance the student's use of technology as a tool to further learning and knowledge acquisition.

Software and hardware used in other capacities in the District must also be given careful consideration before they are purchased. Support, training, and maintenance are all issues that must be carefully evaluated before purchase.

Software selection of any kind must follow the Software-Equipment Selection Procedure. These include purchases, donations, or Giant Eagle receipt acquisitions. The purpose is to avoid duplications and software incompatibilities while ensuring that the material meets and supports District performance expectations and planned course objectives. Since software supports curriculum, it is subject to an approval process similar

to the processes used in evaluating and approving books and other educational materials. This will also avoid wasting limited resources.

Where possible a site or a network license should be obtained to promote effective use of District resources.

Software used on equipment owned or leased by the Chartiers Houston School District will only be used in accordance with the software publisher's copyright rules. Use of illegal software is not supported nor condoned by the District. Unauthorized copying of District-licensed software will result in disciplinary and/or criminal action, which may include dismissal. Similarly, the unauthorized or illegal installation of copies of software on District equipment is not permitted, and will result in disciplinary and/or criminal action, which may include dismissal. Such programs, if encountered, will be removed by District personnel.

The District will seek reimbursement for any penalties/damages payable as a result of an unauthorized, unlicensed use of proprietary software, from the individuals responsible for the unauthorized use.

Damage that may result to District software or hardware as a result of use of illegal or unauthorized programs or equipment will be compensated by the employee or student who introduced the materials. Staff time devoted to correction of any problems that may arise from use of illegal or unauthorized software must also be compensated by the initiator.

2. GUIDELINES

The superintendent will develop a procedure to implement this policy.