

Software Guidelines

Purchasing Software

All district software purchasing should follow a strict process. It is the schools or individual's responsibility to consult the district's approved software list. If the software is not on the approved list, the following steps should be taken:

Software Approval Steps:

1. Submit proposed software addition to the District Technology team. The proposed software should be aligned with district core standards and must be approved by the school principal. The proposal should also include the sales contact or company selling the software title.
2. The District Technology team will evaluate the software to assure that it is compatible with the district hardware, network, etc.. If the software can be supported...
3. The District Technology Team will submit the request to the District Software Advisory Committee. The advisory committee will meet with the requester and either; 1) approve the software request and place it on the approved list; 2) recommend a similar software that is already on the approved list; 3) reject the request with written explanations.

It will be the responsibility of the District Technology Team to oversee the approved software list. They may be able to combine software requests for price reductions and multiple software licensing.

Note: Software not purchased according to this policy will not be supported or maintained by the district technology department.

Procedure before installing software on school computer systems

A license must be filed at your school for any software that will be installed on any computer or technology device. All software must be approved through the district software advisory committee before it can be installed and used in the schools or district.

1. Check the district Approved Software list to determine if the desired software is approved.
2. If the software is on the Approved Software list, check with the building technology specialist and principal to approve the installation and licensing of the desired software.
3. If the software is not on the Approved Software list, see the Software Approval Steps.
4. The installation of the software must be performed by a member of the district technology department or the school tech representative.

Lab Software Deadlines

New software for computer labs must be requested by April 1st and approved by May 1st. It must be ordered and ready for installation prior to the last day of school. Any configuration changes for computer labs must also be given to the Technology Team for summer prior to the last day of school. Additions and/or modifications will not be considered until after Oct. 1st of the same year.

Computer Games

Games are not allowed to be on Iron County School District computers unless they meet the following guidelines and adhere to the general “Software Guidelines” mentioned above.

1. The school must have a license for each copy the software game on file or own the original disk and case.
2. The software game must be used for educational purposes and follow the school curriculum for the students.
3. Software games that come pre-installed on computers systems are allowed if approved by the school administration. These pre-installed games are not supported by the District Technology Department.
4. Web-base Internet games are not permitted.

Copyright Violation and Software Piracy

Iron County School District forbids the use, distribution, or installation of any software not owned by the district or school.

All school owned software must have a copy of the license kept in a secure file in the school and another copy should be sent to the district technology coordinator.

The district reserves the right at any time, without notification, to uninstall, remove or delete any software, from any computer or network server, which does not comply with district software policy.

Peer to Peer software

As of the writing of this document, Peer to Peer (P2P) software has no educational use in the schools. Because of the ability of Peer to Peer applications to bring in viruses to the district network, these applications will be removed when found. Also, because of the copyrighted material available on Peer to Peer networks, and of the legal liability to the schools and district, Peer to Peer is not approved on any school computer (Any violation of copyright, trade secret or trademark laws are in violation of the district Acceptable Use Policy).

Backing up of documents

Each computer user is responsible for making and keeping a back up of their data. If teachers and staff need help creating a back up of their data, they can contact the school technology specialist. As stated in the Acceptable Use Policy, the School District is not responsible for the loss of data of any teacher or staff member. Teachers should make a minimum of one back up a year before they leave for the summer break.