

SOFTWARE LICENSES

Background

There is a need to ensure that all software on Division owned devices is legally licensed and approved by Technology Services. Software includes, but is not limited to, full applications, apps and online services that require installation of code on any device.

Procedures

1. No software shall be copied onto or used on Division devices unless the specific license for the software has been purchased or it can be proved that the purchase of a license for the software at that site has been initiated.
2. Only legally licensed software shall be used and installed on GSSD devices.
3. Any fines levied against the Division for use of unlicensed software shall be the responsibility of the user and will be charged directly to the individual for reimbursement to the Division.
4. Any software packages that do not require specific licenses (such as Shareware, Freeware, apps, etc.) must be accompanied by supporting documentation certifying the same.
5. Service and support personnel employed by the Division shall not service equipment that includes illegally acquired software.
6. Copies of all software licenses must be kept on file with Technology Services and included on an inventory listing.
8. Technology Services staff may conduct software audits as deemed necessary.

Reference: Section 85, 87, 109 Education Act

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