CODE G2 - GUIDELINES ON SOFTWARE COPYRIGHT

**Procedures for Protection of Software Copyright**

District employees will back-up copies of computer programs only when:

1. The new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
   1. The new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.
   2. No copies of software shall be made when that software is used on a disk sharing system.
   3. Illegal copies of copyrighted programs may not be made or used on school equipment.
   4. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

The Principal is the only individual who may sign license agreements for software for the school.