

Hopewell Valley Regional School District

Software and Mobile App Related Policies

Hopewell Valley Regional School District is committed to supporting faculty, staff and students as they enhance their courses and administrative duties with new technology. In order to ensure that individuals and departments avoid some common problems in utilizing software and gain the most benefit, the Educational Technology Office has established guidelines that will be followed when purchasing and installing computer software and mobile apps.

Recommendations of Software Applications and Mobile Apps (prior to next school year):

- Recommendations for the purchase of software and mobile apps should be made through department/building supervisors. They will, in turn, submit the HVRSD *Website/Software Approval Form*.
- Software and mobile app recommendations for the next school year should be submitted by May 15 of the current year. This will include confirmation of software that accompanies textbook purchases, even if it is free of charge.
- After May 15, all applications for software and mobile apps will be reviewed for licensing needs and appropriateness of versions for our networks and equipment.
- If there is a compelling academic or administrative need for software which does not run on our current network infrastructure, the Technology Department can assist the requesting department in determining the cost of the system, which may include hardware and maintenance contracts and/or hosting services.

Recommendations of Software and Mobile Apps (during the current school year):

There will be MINIMAL purchase and installation of software and mobile apps during the school year. Installations that do take place need to be approved by the curriculum supervisors and submitted to the Director of STEM. Recommendations for software installations during the school year should be considered of the utmost importance.

Purchasing/License Management

The Office of Curriculum and Instruction as well as the Technology Department will purchase all software and mobile apps while communicating with the technical support team. At times, this may be in conjunction with other K-12 departmental or building budgets with the authority. All shipments will arrive at the Technology Department where the software will be inventoried and licensing checked and filed. Copies will be made for the technology support staff for installation. The Technology Department, in conjunction with the Office of Curriculum and Instruction, will maintain proper documentation for tracking and cataloging all district software and mobile apps used in the school district.

Software & Mobile Apps Copyright Regulations

Hopewell Valley Regional School District will abide by all copyright laws regarding the duplication of computer software and mobile apps. Illegal copies of copyrighted programs may not be made or used on HVRSD equipment. No HVRSD employee will illegally access any database or online resource or allow any student to do the same. Each principal is responsible for establishing practices that will enforce this regulation at the individual school level. Any software that interferes with Hopewell Valley Regional School District standard software will be removed. Any software or mobile apps installed on computer equipment owned by Hopewell Valley Regional School District that is in violation of the manufacturer's copyright agreement will be removed from the computer system until a software license has been purchased and registered with the Technology Department.

Software & Mobile Apps Installation

No school department or individual will be permitted to load, install, or copy computer software onto a computer system (desktop or laptop) owned by Hopewell Valley Regional School District without the purchase of a software license from the manufacture or authorized vendor.

- Any software or mobile app purchased for use on Hopewell Valley Regional School District equipment must be registered with the Technology Department for proper license agreement registration and software cataloging.
- Computer software or mobile apps must not be given to other users to load, install, or copy to their computer systems without obtaining a license from the manufacture or authorized vendor and registering the software with the Technology Department.
- Computer software must NOT be installed on multiple computer systems without a multi-user license or a single-copy license for each computer system where the software is installed.
- The Technology Department will not support software that is not directly used for instructional or administrative purposes, nor will it support software (classified as shareware or freeware) downloaded from the Internet.
- Staff must submit the *Website/Software Approval Form* to request approval of new websites, apps, or software before using or installing on HVRSD-owned equipment.

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