

# Hopewell Valley Regional School District

## Software and Mobile App Related Policies

The 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 purchasing of software and mobile apps should be made through department supervisors and/or the K-8 building technology specialists in preparation for the summer technology installations and related workload. They will in-turn, complete the software request form and submit it to the Educational Technology Office.
- Software and mobile app recommendations for the next school year should be confirmed by May 15 of the current year and communicated to the Supervisor of Educational Technology. This will include confirmation of software that comes in from 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 Educational Technology Office 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 Educational Technology Supervisor. Recommendations for software installations during the school year should be considered of the utmost importance.

### **Purchasing/License Management**

The Supervisor of Educational Technology will purchase all software and mobile apps while communicating with our 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 to the Educational Technology Office where the software will be inventoried and licensing checked and filed. Copies will be made for the technology support staff for installation. The Educational Technology Department will maintain proper documentation for tracking and cataloging all district software and mobile apps used in the school district.

### **Software & Mobile Apps Copyright Regulations**

The 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 Educational Technology Office.

## **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 the 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 Educational Technology Office for proper license agreement registration and software cataloging.
- Computer software or mobile app 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 Educational Technology Office
- 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.
- Teachers can download and install free mobile apps to HVRSD-owned equipment. If the teacher agrees that this is an app that is of use and would like to keep it on the image, communication to that effect needs to be made to the Supervisor of Educational Technology so that the core list of apps can be updated and maintained throughout the syncing process of these mobile apps to HVRSD-owned equipment.

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