<u>**Instruction**</u>

<u>**Administrative Procedure – Software Procedures**</u>

<u>Purpose</u>
Kankakee School District licenses the use of computer software from a variety of third parties. The software developer normally copyrights such software. Unless expressly authorized to do so, Kankakee School District has no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and unlawful software use as well as to protect the integrity of the Kankakee School District's computer environment from viruses and similar threats.

<u>Software Guidelines</u>
It is the policy of Kankakee School District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the District is a party. The Technology Directors are charged with monitoring these guidelines, under the direction of the Assistant Superintendent of Business Services, and will work in conjunction with Instructional Programs, Building Principals, and Directors. Kankakee School District employees, students, and other users may not duplicate any licensed software or related documentation for use either on school premises or elsewhere unless given explicit permission by the Technology Directors; permission will be given only when the School District is expressly authorized to make such copies by agreement with the licensor. Unauthorized duplication of software may subject employees, students, and/or the District to both civil and criminal penalties under the United States Copyright Act. Employees may not give software away to anyone, including to any parent, student, guest, volunteer, or other employee. The Technology Department is responsible for maintaining complete records, registering, supporting, tracking, and upgrading all software purchased for District computers.

<u>Acquisition of Software</u>
Software acquisition should follow the procedures outlined in *6:235-E5 Curriculum & Technology Proposal Form* to ensure curricular alignment, compliance with District software standards, and best possible pricing. Acquisition of District-wide software should follow the procedures described below. All software utilized by employees or students of the Kankakee School District must be registered with the Technology Department.

<u>Grants Including Software</u>
Employees should not write grants including technology without prior approval from the Instructional Programs Office in consultation with the District Technology Department. Any grant including the purchase of technology such as hardware, software, or other material that will be maintained by the District Technology Department must follow the procedures outlined in the Computer and Network Use Policy and 6:235-E5.

<u>Donation of Software</u>
All donations of software must first be approved and processed through the Instructional Programs Office and District Technology Department to ensure the software meets the District's learning and technology standards. Donated software accepted by the District becomes District property, and the donor must sign a letter documenting the donation.

<u>Acquisition of District-Wide Software</u>
An evaluation committee of District staff will analyze and evaluate software packages to facilitate the selection and implementation of instructional software for District-wide use. The Committee will include staff members from each affected location, at least one member from the Technology Department, at least one member from Instructional Programs, and a project manager assigned by District Administration to lead the Committee and ensure the selection meets the needs of the District. Software selection is formalized to ensure a consistent process. The Committee will generally evaluate proposals on a first in, first out basis, though the project manager may prioritize proposals as needed. The Committee will carefully screen each proposal before committing to the research stage. The Committee will consider factors such as user reaction, effect on workload and efficiency (for users and support personnel), and

resources required.

Stage 1: Introduction of Need or Idea
Introduction of an instructional software package, an idea, or recognized need will be formally presented. The presenter should contact Instructional Programs to schedule a presentation. The District Administration will select a project manager to direct the evaluation committee, and the committee members will be selected by the District Administration or by the project manager if assigned to do so. The presentation should include a justification, addressing an issue or need. A successful and effective presentation may also include the following: available solutions, associated costs, source of funding, and research data such as product reviews and testimony.

Stage 2: Feasibility Analysis
The Committee will perform an analysis of the presented data to determine whether or not to proceed with solutions research. This may be determined immediately after the initial idea presentation through discussion, or the project manager may assign committee members to gather more data for analysis. Determination of initial and ongoing costs should be examined and the availability of funding should be considered.

Stage 3: Research
The Committee will gather information about the solutions to be compared. The Committee will work with the Curriculum Council, as necessary, to determine compliance with District curriculum standards. The Committee will also work with the Technology Department to determine compatibility with the computers and networking systems in the District.

Stage 4: Evaluation and Testing
The solutions selected by the Committee will be evaluated and tested. Individual Committee members will work with and evaluate the software, then report their findings to the project manager and Committee in the format selected by the project manager. Information will be gathered according to timelines set by the project manager and compiled for final review.

Stage 5: Finalization of Selection
The Committee will discuss evaluation results and make a final decision. A solution may be selected for acquisition or all evaluated solutions may be rejected. The Committee will determine final details regarding acquisition, including all necessary components, software, hardware, and training. The Committee will also determine initial and ongoing costs, as well as the source of funding. A system for technical support will be determined by the Committee.

Stage 6: Deployment & User Training
The project manager will schedule the hardware and software deployment with the Technology Department. User training will be completed as assigned by the project manager and the technical support system will be implemented.

Stage 7: Gathering Feedback
After the software has been in use for a period of time, the project manager may gather data from the end-users regarding software and training effectiveness. This information can be used to improve the selection process.

Registration of Software
When software is acquired, the software will be delivered to the Technology Department to be registered. Software must be registered in the name of the District and department/school in which it will be used. Because of personnel turnover, software should never be registered in the name of the individual user. The Technology Directors shall maintain a register of all District software and shall keep a library of software licenses. The register will contain:
   • the title and publisher of all software

- the date and source of software acquisition
- the location of each installation
- the name of the authorized user
- the existence and location of media
- the software product's serial number

Storage and Security
The Technology Department shall store all District software in secured storage areas, when feasible. By ensuring secure storage of original media, the risk of software theft and unauthorized duplication of software is minimized.

Installation of Software
After the registration requirements have been met, the software will be installed by qualified individuals from the Technology Department. Users are prohibited from installing software. **No software shall be installed on District computers without approval of Instructional Programs and the Technology Department.** These requirements are to ensure that the District does not violate copyright laws. Faculty members should constantly monitor student computer use and review all policies and procedures with students regarding the acceptable use of technology to ensure students do not install unauthorized software.

Documentation
Original manuals, tutorials, and other user-oriented documentation will be made available whenever possible to assist software users. The District will also provide in-services for teachers focused on the use of computer software.

Use on Non-District Computers
Kankakee School District's computers are District assets and must be kept both software-legal and virus-free. Only software acquired through the procedures outlined in this policy may be used on District computers. Generally, District owned software cannot be installed on a non-District owned computer. However, some software companies provide for home installation in their license agreements under certain circumstances. Before taking any software home or off-site, users must receive approval from the District Technology Department and follow sign-out and sign-in procedures.

Software Audits
The Technology Department will conduct random audits of all District computers to ensure the District is in compliance with all software licenses. During these audits, the Technology Department will search for any District-approved software with an inadequate number of licenses and remedy any findings of non-compliance.

Policy Review
This software policy will be reviewed annually with staff. This software policy shall be updated as deemed necessary by the Kankakee School District Board of Education.

Developed: June 25, 2012

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