



SOFTWARE LICENCES

Background

The Division recognizes the need to ensure that all software applications on Division-owned computers are legally licensed.

Procedures

1. No software shall be copied onto or used on Division computers unless the specific license for the application has been purchased or it can be proved that the purchase of a license for the application at that site has been initiated.
2. The responsibility to ensure that only legally licensed software applications are in use lies with the Principal. The Division computer technology department will be responsible for administering Division licenses.
3. Any fines levied against the Division for use of unlicensed software applications shall be applied directly against the budget of the site being fined.
4. Any software packages that do not require specific licenses (such as Shareware, Freeware, 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 at the site and included on the site inventory listing.
7. Software licensed to the Division shall not be used for personal use or on equipment not owned by the Division unless the license specifically permits such use.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act
Copyright Act
Copyright Regulations
Access Copyright Agreement