



## Software Licensing

### Background

KTCEA places a high value on a number of software products that enhance teaching and learning experiences or help to perform administrative tasks. KTCEA recognizes that developers and authors of these products and applications should be compensated for their creative efforts.

### Guidelines

Licensing requirements and copyright laws will govern KTCEA's use and/or replication of all software products and services utilized on KTCEA technology and infrastructure systems.

| #  | Procedure   | Roles & Responsibilities      |
|----|---|-------------------------------|
| 1. | <p>KTCEA requires that a license to use a particular software product is purchased prior to installing that application onto a KTCEA technology system or device.</p> <p>1.1 Any fines levied against KTCEA for use of unlicensed software applications may be charged to the person responsible.</p> <p>1.2 Any device or system that is found to have unlicensed software applications installed will not be supported or serviced by IT personnel.</p> | IT Manager, Principals, Staff |
| 2. | Any KTCEA device, or any device connected to the KTCEA network, is subject to inspection at any time by the IT Manager to confirm the status of any software license on the device.   | IT Manager, Staff, Users      |
| 3. | Copies of software licenses shall be kept at each school location by the school principal, and at administrative offices by the IT Manager.   | Principals, IT Manager        |
| 4. | Breach of any provision of this Administrative Procedure is deemed to be a misuse of technology as set out in AP 140A Responsible Use of Technology - Students<br>AP 140B Responsible Use of Technology - Staff, and may be subject to disciplinary action.   | Users                         |

### Definitions:

Not Applicable

### References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces  
Policy 13 – Technology and Student Information  
Freedom of Information and Protection of Privacy Act

Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act  
AP 140A Responsible Use of Technology - Students  
AP 140B Responsible Use of Technology - Staff

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.