

## Granite School District Software Guidelines & Procedures

The software standard will apply to all new and existing computer systems. The software that is installed on a computer will depend on the type of system being placed. Software and workstation standards are maintained and published on the District Web Site.

The following guidelines apply to additional software purchases and acquisitions.

### Software Guidelines

- Software purchased/used in the Granite School District must have gone through a Software/Subscription Review Process
- Must be on the Approved Software and online subscription list
- District must possess the License
- Software over \$500 submit a requisition to purchasing
- Software under \$500 order the software directly from the vendor.

### Procedures: Software Purchase

- Requisitions for Software must be approved by direct department head and/or building administrator
- Software purchases must have gone through evaluation using the Software Guidelines & Procedures before a PO is issued

### Procedures: Free Software Acquisition

- Software that is acquired free-of-charge must follow the same criteria as purchased software
- Software acquisitions must be approved by direct school or department administrator
- Software acquisitions must be approved by the Software Review Committee for compatibility and content

### Procedures: Software Samples

- Whether solicited or unsolicited when software is received for use on any computer within the District, it must also follow the Software Guidelines and Review process
- If approved for testing, the software may be installed and used following the conditions put forth by the software vendor

### Procedures: Download Software

Extreme caution should be exercised when downloading software from the Internet. It is possible to download a virus inadvertently when downloading software.

- Only reliable software should be downloaded from the Internet from reliable sites.
- Software that is downloaded must follow the same license criteria and be evaluated using the Software Review Guidelines as purchased software

- Software downloaded from the Internet is subject to review for compatibility and content using the Software Guidelines and Review process and approved before downloading

#### Procedures: Software Installation

- Software will be installed by a representative of the Technology Department(s)
- Under special circumstances, the Technology department(s) may give permission for a user to install software
- Software should be installed by a qualified LMITS, STS , NE or Computer Technician. However each user does have administrative rights to their computers to install software. If a user is having problems with their system and they have software not approved through this policy, the users PC may be set back to a previous working image and that installed software removed in that process

#### Procedures: Licensing Information

- All software license information will be held in the Purchasing Department.
- A copy of a Site License must be retained in the school that owns the software. It is the responsibility of the school to retain records detailing the computers that have installed Site Licensed software.
- Software may not be installed on multiple computers unless the software license specifically grants this type of installation (site, lab or building license)
- Under NO circumstances will software be installed on a District computer without proper licensing. An individual failing to follow proper software licensing is liable as an individual for copyright violation

#### Procedures: Privately Owned Software

- Software owned by individuals that wish to install and use the software on their school computer must first have permission from their school administrator and a representative from the technologies departments. This software must meet the software guidelines criteria (Software Image)
- Privately owned software that is installed on a District computer may not be installed on a personal computer unless the license specifically allows the software to be installed on more than one computer

#### Procedures: Home Installation Policy

- Those wishing to install the software on their personal home computer or laptop should consult the software web page for the work at home rights for that particular software as it will vary by vendor.