

## Instruction

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: GUIDELINES FOR COMPUTER SOFTWARE**

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

- 1) A computer program which a student is required to use as a learning aid in a particular class; and
- 2) Any content-based instructional materials in a digital or electronic format that are aligned with State Standards which are accessed or delivered through the Internet and based on a subscription model. Such digital or electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

**Allowed**

A teacher or other staff member may:

- 1) Create new copies if an essential step in the utilization of the computer program.
- 2) Create new copies for archival purposes only to be held in case the working copy is destroyed or no longer functions.

**Not Allowed**

A teacher or other staff member may not:

- 1) Create new copies while using a disk-sharing system.
- 2) Create replacement copies from an archival or back-up copy.
- 3) Load a copyrighted program into several computers or a network from the same diskette and use them at the same time.
- 4) Make multiple copies of the printed documents that accompany copyrighted software.
- 5) Use illegally copied software in the schools or offices.