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.