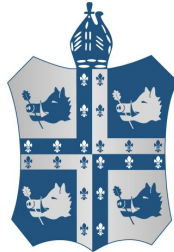TADCASTER GRAMMAR SCHOOL

1557
Tadcaster
Grammar School

Toulston, Tadcaster, LS24 9NB

SOFTWARE LICENSING
POLICY STATEMENT

Written by Steve South	March 2001
Adopted by Governors	June 2001
Reviewed	April 2016
Reviewed (no changes)	November 2022

OVERVIEW

Purpose

The purpose of this policy is to address all issues relevant to software installation, licensing and deployment on computers at Tadcaster Grammar School. This is to ensure that all software installed on Tadcaster Grammar School computers is legal and has been purchased from a reputable company.

Authority

This policy has the full support of the Headteacher and Leadership Group.

The Network Manager administers this policy. This policy is currently effective for all Tadcaster Grammar School computer systems.

Continuance

This policy is a living document and may be modified at any time by the Network Manager, Headteacher or Leadership Group.

SOFTWARE LICENSING

Purchasing and licensing – Tadcaster Grammar School Software

It is the goal of the ICT department to keep licensing accurate and up to date. To address this, the ICT department is responsible for purchasing software licenses for the following software categories:

♦   Network Server operating system software
♦   Desktop operating system software
♦   Productivity tools packages (Microsoft Office, Publisher, etc.)
♦   Internet software
♦   Utility software

Other software categories (departmental specific titles) are the responsibility of the department in which they serve. However, the application(s) can still be purchased, installed and supported by the ICT department.

SOFTWARE INSTALLATION

Installation and support – Tadcaster Grammar School Software

Tadcaster Grammar School ICT department is exclusively responsible for installing and supporting all software on school computers. This responsibility set includes:

♦   Office desktop computers
♦   Laptop computers
♦   Computers in IT suites
♦   Netbooks and Chromebooks

Software **cannot** be present on Tadcaster Grammar School computers in the following scenarios:

♦ A piece of software purchased for one's home computer
♦ A downloaded title from the Internet
♦ A pirated copy of any title
♦ Multiple copies of a program where only one copy/license of the program has been purchased

SUMMARY

♦ Licenses need to be purchased for all software in the school
♦ Software should not be brought in from home for use on school computers
♦ The ICT department is responsible for the purchasing of all software licenses. (Exclusions to this would be departmental specific titles)
♦ The ICT department is responsible for the installation of all software. (Exclusions to this would be departmental specific titles)
♦ The purpose of this policy is to ensure that the software we have in the school is legal