

Administrative Procedure 191

SOFTWARE LICENSING

Background

District adheres to vendor software licensing agreements for the use of software in schools and District departments and acknowledges the licensing of software as copyright intellectual property.

Procedures

1. The Chief Officer of the Information and Technology Department (IT) is responsible for approving the purchase and/or licensing of software for the District.
2. Software placed on school computers must be done so in accordance with the vendor's licensing conditions. Principals and District department heads must have a copy of the license for each corresponding software application.
3. Software purchased under an educational license must be used only on school and District computers or as defined by the license agreement.
4. Principals and District department heads must keep a current record of all software licenses purchased by their school.
5. Where software is purchased by the District for distribution to schools/departments, licensing information will be kept centrally in the District.
6. Where software is upgraded on the original license and placed into use, the original software must not be sold, given away or continued in use unless specifically stated in the licensing agreement.
7. Software no longer in use by schools or departments is to be disposed through removal from all computers.
8. Software disposal will follow [Administrative Procedure 518: School Assets Disposal](#) and not contravene the original licensing agreement.
9. Software licensing documentation must be held securely in the main office and made available to enforcement authorities upon request.

10. “Open Source” or software available under the General Public License (GPL) may be used freely as defined under the GPL.

Reference: Sections 17, 20, 22, 65, 85 School Act
Copyright Act
Copyright Modernization Act
[AP 518: School Assets Disposal](#)

Approved: December 15, 2020, February 28, 2025