

# Los Angeles Unified School District

## Information Technology Division

**Gov. Roy Romer**  
*Superintendent*

**Margaret Klee**  
*Chief Information Officer*

**Jim Konantz**  
*Assistant Superintendent  
Information & Technology*

**Vickie Frederick**  
*Director, Systems Software  
& Security Administration*

Date

Ms. \_\_\_\_\_  
Principal  
\_\_\_\_\_ Elementary School

Dear Ms. \_\_\_\_\_:

Your school will be inspected for software copyright compliance during the week of \_\_\_\_\_. You will receive a call to confirm the visit, one day prior to our arrival. The Software Copyright Compliance Team will be inspecting **all** District owned personal computers with a hard drive including District laptops. This includes computers in administrative offices as well as in the classrooms. Laptops will need to be on site and available for inspection on the day of the visit.

To facilitate the inspection process, the following items will need to be readily available for the Software Copyright Compliance Team: (1) signed copies of the Software Policy and Code of Ethics for all faculty and staff; (2) your Software Inventory Log for each classroom and office; and (3) licensing documentation on all software. Any of the following items will verify that your software is properly licensed.

- Purchase Orders showing software or computer purchases, and/or
- Original Program Diskettes/CD's, and/or
- Actual Software License Agreement

After we have inspected all computers at your site, a report will be sent to you from our office. It is the school's responsibility to complete any missing proof of purchase information on the report before the final inspection visit. If proof of proper licensing is not available at that time, software products will be removed.

Please complete the enclosed questionnaire prior to the team's arrival. It will be collected on the day of the visit. Also enclosed are copies of Information Technology Division Bulletin K-20 and Business Services Division Bulletin C-66. Your full cooperation in this matter is greatly appreciated. If you have any questions, please call Sarah Sanchez at (1-877-SW-LICENSE) / (1-877-795-4236).

Sincerely,

Vickie Frederick, Director  
Systems Software and Security Administration