

**Los Angeles Unified School District
Systems Software and Security Administration
Software Copyright Compliance Section**

The following questions were sent to us by one of the ITAFs. We are doing our best to get answers to all of your questions. If you have additional questions, please call 1-877-SW-LICENSE (1-877-795-4236) or email Sarah at ssanchez@lausd.k12.ca.us

1. By when does our school have to be compliant with software licensing?
NOW.
2. What will happen if a teacher refuses to sign Attachment A (Bulletin K-20)?
Make a note of anyone who refuses to sign. This will be referred to Legal.
3. Will ITD care about software on ancient computers (Apple II, 386, 486)?
Yes, but only computers with a hard drives.
4. When will ITD be coming to our schools? Is there a visitation schedule?
The visits have started, however this is a three year project. The current schedule is TENTATIVE.
5. What about the operating systems? Many computers came with one with or without documentation.
Every system must have some kind of certificate of authenticity. Check the purchase order, it may tell you what OS came on the computers.
6. Are CD programs that are started with a launcher the same as [installed] programs like WordPerfect. Do we need to record them the same as software that is installed on our computers? When we use one of the children's CD the program is not really installed. You cannot use the program if you don't have the actual CD. Can you help with this question?
Yes, you still need to record them on the software log, but indicate that the CD is required to run the program. (As CD writers become more readily available, the needed precautions must be taken not to violate copyright laws.)
7. What about computers that are not functioning or are in storage? Will schools have to demonstrate that machines are actually "broken?"
The audit report will indicate "storage," non operative," etc.
8. What does the school do with the software on donated computers where the software was not listed and no documentation or original media exists and the donor is no longer known or available? (c-66) (k-20)
The software must be removed.

9. What documentation is required if the computer was donated from within the District (ITD or other office)? (C-66)
Although not a donation, when equipment is transferred, a completed donation form or equipment movement form indicating what software is on the computer should be completed.
10. If there is no serial number outside the case- does that mean someone will have to open the case to look inside for the number to record on the donation form? (C-66)
Some number should be affixed/indicated on these systems (it could be etched on the case).
11. Will equipment be removed if illegal software is found on it? (K-20)
No, only the software.
12. Will there be more money to purchase software that schools maybe using but have not bought enough licenses for? (K-20)
No, not at this time. Schools should set aside money for technology.
13. The LA Sheriffs Dept apparently sends computers monthly to the District - where do these go? (C-66)
We need more information on this item ?
14. Computers that are donated to the following types of auxiliary organizations (503C Non-profit) such as the Booster Club or Friends of X School, are these considered donations to the school if they are used in the classroom or do they still belong to the organization to which they were donated. Does Bulletin C-66 apply or are they considered on loan from the Booster Club and wholly owned by the Booster Club? (C-66) (K-20)
We were informed that Booster Clubs are separate entities and part of the District. Their equipment should be used for club activities and not in the classroom.
15. Is there a recommended timeline for implementing and completing the forms from the Student Internet Access packet during the academic year? (K-19)
Not a copyright issue. Contact LAUSDNET at 633-1620.
16. If a classroom was given a donation of a CD-ROM that can only be used on a single computer AND the CD has to physically be in that computer, can the CD-ROM be installed to be used on any computer in the classroom as long as the CD-ROM is only in use on one computer at a time? (C-66) (K-20)
See question #6.
17. Can software that can only be used on one computer at a time be installed on a server and accessed by a single computer at a time over the network without violating the license? (K-20)
Depends on the software. Check the license agreement.

18. If a school is using hardware such as a Buddy system for PC systems, is that a violation of the licensing agreement? (K-20)

You have to check the license agreement. (See attached)

19. Can LAUSD provide Trackit to each school to help identify illegal software? (K-20)

No.

20. If a teacher is using a personally owned computer in a classroom and is not donated, will it be checked by the inspection team? (K-20)

No.

21. If a school has licensing for every windows operating system and is using the application ghost to install hard drive images will this violate the license agreement? (K-20)

No, as long as you do not exceed the number of licenses purchased.

22. Can a list of the various vendors and their licensing agreement be compiled and made available to schools? (Check with the BSA - Business Software Alliance?) (K-20)

Unfortunately, there are just too many software packages. As we collect information, perhaps we can post it on our website.

23. Can LAUSD develop a similar type of agreement with Microsoft like SMMUSD has? (K-20)

It continues to be discussed.