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Software Piracy and Tracking Mini–Paper

Memo to my administration:

In an era where technology is a part of our everyday lives we are asking our teachers, staff, and students to follow the "laws of software legality" without informing them of the rules, procedures, and consequences. Piracy is an issue many do not know of and therefore cannot address. I have had on several occasions students ask if they could use "GOOGLE-IMAGES" in their reports, unaware that they could be breaking copy-right laws. I also have viewed teacher websites that I am sure the images are violating copy-right laws. These are issues that can easily be resolved. Another main concern of mine is the lack of awareness of the software we have available to our teachers, staff, and students. I have held many conversations with my co-workers where they are not even aware that we have certain pieces of hardware and if they are they are more than likely to be unaware of how to use the hardware to its fullest potential.

I am writing you concern a matter that I feel our school needs to address more formally and strongly then it has in the past. The matter I would like to discuss is software piracy and tracking in our school. I would like to propose the following options to ensure that our school tracks our software and limits software piracy among our community members. I feel the options I propose will ensure we are using our software and equipment legally and in the best and most efficient manner possible.

I.   Option One
       A. Staff and Student Awareness Program
            1. During the professional development week prior to the school year beginning teachers will participate in information seminars regarding PIRACY
                 a. Discuss what piracy is
                 b. Discuss how to prevent piracy within our school
                 c. Discuss how to address piracy with our students
            2. During the professional development week prior to the school year beginning teachers will participate in information seminars regarding SOFTWARE LEGALITY
                 a. Discuss what types of software licenses have been purchased for our school
                 b. Discuss what the software licenses mean; to teachers and students

      c. Discuss consequences of violating software licenses
3. During the first 2-3 months of school hold an equipment information seminar
    a. Create a database that tracks all hardware and software (MUST BE DONE OVER THE SUMMER)
    b. Create a scanning system to "check-out" hardware software (takes place in the library)
    c. Allow for database to be made public to faculty and staff
    d. During a faculty meeting show faculty and staff how to access the database and track software
4. During the first 1-2 months of school kick-off a PIRACY AWARENESS PROGRAM for students
    a. Hold assemblies for students regarding what piracy is and how we can prevent it – OVERVIEW
    b. Discuss rules, procedures, and consequence for using technology in each class with students
    c. Further discuss piracy within technology class with students
5. Continue faculty awareness of hardware and software
    a. Hold voluntary faculty meetings throughout the year where faculty and staff can learn how to use hardware and software to its fullest potential
    b. Continually update database
    c. Subscribe faculty and staff to technology newsletters