

**AUTHORIZATION TO BORROW
COMPUTER SOFTWARE**

Birmingham Schools DMC

Instruction

Copyright Laws

Board Policy 6161.2

IV. Computer Software

A. Permitted

1. New copies created as an essential step in the utilization of the computer program in conjunction with a machine that is used in no other manner.
2. New copies made for archival purposes only to be held in case the working copy is destroyed or no longer functions.

B. Prohibited

1. Creation of any new copies of copyrighted programs for any purpose other than the two permitted above.
2. Creation of new copies while using a disk-sharing system.

In no case shall any district employee or student use district equipment for duplication which would prevent or circumvent sale of copyrighted materials.

The above Board Policy and Administrative Regulation includes illegal duplication of district software. In addition to copyright infringement, electronic tampering frequently damages software programs. Accidental damage or erasure may also result from:

1. Placing diskettes on a TV, under a phone or other appliances emitting magnetic waves
2. Exposure to excessive heat (e.g. leaving in hot car)
3. Spilling liquid on the surface
4. Fingerprints or scratches on the diskette "window"
5. Pulling diskette from drive while it's running

Having read the above cautions, I agree to abide by copyright regulations and exercise care in the use of the following software off school premises, taking financial responsibility in case of damage or loss.

Loan Date: _____

Return Date: _____

School: _____

Signature _____