

SOFTWARE & EQUIPMENT POLICY FOR AUGUSTA STAFF

HARDWARE POLICY

Computer labs will be open during school vacation weeks and summer months for educational use. Augusta teachers may borrow hardware for specific educational projects only with the approval of their building principal.

SOFTWARE POLICY

The policy of the Augusta School Department will follow the copyright limits of the individual software publishing companies. Following this policy staff may not copy applications from school computers or disks.

CD-ROM DISK POLICY

CD-ROM disks will be used at school only. CD-ROM disks will not be signed out of the building.

CAMCORDER & QUICK TAKE CAMERA POLICY

The video camera and the Quick Take camera will be used for school activities only and must be signed out for field trips.

USE POLICY

In consideration of the high expense of computer operations, the Augusta School District prohibits the non-educational personal use of the hardware.

OTHER SCHOOL EQUIPMENT POLICY

Other school equipment is not for personal use. Equipment may be signed out for school-related activities. Community organizations may rent equipment for use in the school building.

Adopted: May 10, 1995

Department of Public Schools, Augusta, Maine