

Instruction

Backup Copies of Copyrighted Computer Software

1. Schools may lawfully make one copy of a copyrighted program. The following conditions must be met:
 - A. One and only one copy is made.
 - B. One copy should be labeled with the name of the program, name of the publisher, copyright owner, and computer compatibility.
 - C. Either the original or the copy is stored, and referred to as the "archival" copy. The copy used is referred to as the "circulating" copy.
 - D. The archival copy should be stored in a limited access area with appropriate temperature and humidity controls.
2. Only the circulating copy may be used.
3. If the circulating copy is no longer usable, another copy may be made from the archival copy.