

**Monmouth County Vocational School District**  
**Software Ethics Agreement**

(Reference: MCVSD Board Policy: 5145.2 & 4118.2/4218.2)

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Please refer to the **MCVSD Software Ethics Guide** for more information.

The following points must be followed in order to comply with our district's software license agreements:

1. All software must be used in accordance with the license agreements.
2. No staff or students of the MCVSD will make any unauthorized copies of any software under any circumstances. Anyone found unlawfully copying or installing software is subject to institutional disciplinary policies and may be subject to civil and criminal penalties including fines and imprisonment.
3. No staff or students of the MCVSD shall give software to any non-MCVSD employee.
4. Any staff member or student who determines that there may be a misuse of software within their school shall notify the MCVSD Technology Group immediately.
5. All software used by the MCVSD on district computers will be properly purchased through appropriate procedures.

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*Staff/Student Signature*

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*Print Name*

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*School*

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*Date*