



# Copyright Policy

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## Introduction

### Avondale supports the DE&T Copyright policy as stated below:

Ensuring the prevention of software theft is both a managerial and individual employee responsibility. Both corporate and individual users of software are subject to the provisions of the Copyright Act, 1968 which allows the imposition of corporate penalties and penalties against individual users resulting in fines and/or imprisonment. Illegally copied software may also carry with it a high risk of computer virus infection. Subsequent eradication of virus infection may not easily be achieved and may be too late to prevent destruction of sensitive or vital data.

## DE&T Policy

### The Departments Policy on Software Copyright

1. Unauthorised copying of software is illegal under the Copyright Act, 1968 and is strictly forbidden.
2. Use of illegal copies of software is illegal under the Copyright Act, 1968 and is also strictly forbidden.
3. Responsibility for ensuring compliance with (1) and (2) above rests with all users of PC software and specifically managers of local work areas and Principals in the case of schools.
4. Only legitimately acquired software may be used and only in accordance with all applicable licence conditions.
5. Disciplinary action may be taken by the Department against person or persons engaging in the unauthorised duplication and use of software. Persons found guilty of unauthorised copying of software may also be liable to penalties, under the Copyright Act 1968.
6. Only software that has been legally purchased is to operate on DE&T equipment.
7. Individual work units should establish and maintain a software register (to include software, name, serial number of product, date of purchase, location of software) to enable verification of software compliance.

## Freeware

### Definitions:

**Freeware** is *free* software available on the Internet for downloading. It is used and redistributed at no cost to the user. Users should be careful that it does not interfere with other software.

## Shareware

**Shareware** is software available on the Internet for downloading so you can try it before buying it.

It is *copyrighted* and distributed either via the Internet or by being passed along by satisfied customers. Users who continue to use the program after a designated *trial period* are expected to *pay a registra-*



# Copyright Policy

## Software Piracy

tion fee. In return, they get documentation, technical support, and access to updated versions.

**Software Piracy** is the unauthorized copying of software.

Most programs are licensed for use on just one computer. By buying software, you become a licensed user and are allowed to make *copies of the program for backup purposes*; but you are not the owner of the software, and it is against the law to give copies to friends or colleagues. Software piracy is almost impossible to stop, even though software companies are launching more and more lawsuits against infringers. Most software now requires some sort of registration.

## Another Perspective

### **Think of it this way**

*How would you feel (and indeed live and feed your family), if you went to work for 6 months and at the end of that time, your boss said "Sorry, we are not going to pay you, we have taken your work for free!" Every time you illegally copy software, you are not paying someone for his or her work. There is NO excuse!*