



WOODLANDS

SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

ICT Software Asset Management Policy

Amended: July 2019

Approved by Governors: September 2019

Review date: July 2020

Reviewing Panel: Standards, Staffing and Curriculum

Woodlands School is part of Takely Education Trust, a company limited by guarantee, registered in England and Wales. Company number 9451372.
Registered Office: The Appleton School, Croft Road, Benfleet, Essex, SS7 5RN

Rationale:

All software to be used on the School's curriculum and administration computers should be properly licensed.

Aim:

To have in place manageable procedures to ensure that unlicensed software is not used on curriculum and administration computers throughout the School.

Objectives:

1. To maintain an accurate record of software installed on networks and standalone computer systems.
2. To carry out annual audits to confirm the versions of software currently being used.
3. To make staff aware of their responsibilities relating to the installation and use of software on computer systems throughout the School.

Strategies:

1. All software licence details to be given to the Software Licence Co-ordinator, by the purchaser, at the time of purchase.
2. All software licence details to be recorded on a central database.
3. Annual audits to be carried out to verify the versions of software currently being used.
4. Relevant guidance procedures to be included in the Staff Handbook.

Consequences of using illegal software:

1. Each incident will be reviewed individually and any action taken will be based upon the nature of the use of any unlicensed software.
2. Sanctions that may be employed include:-
 - The de-installation of unlicensed software.
 - The issuing of a verbal warning.
 - The issuing of a formal written warning.
 - Withdrawal of access rights to use curriculum and administration networks.
 - Withdrawal of access rights to use the internet.

Responsibilities:

All Staff

- Provide the Software Licence Co-ordinator with the licence details of any software purchased for school use.
- Report any concerns relating to the installation or use of unlicensed software on school computers.
- Familiarise themselves with the guidelines relating to the 'Use of Software' in the 'Staff Handbook'.

Heads of Department


- Ensure that any subject specific software that is installed on their departmental computers is licensed.
- Authorise audits of their own departmental computer systems.

Network manager


- Ensure that all software installed on curriculum networks is Licensed.
- Authorise audits of the curriculum networks.
- Provide guidelines relating to the 'Use of Software' to be Included in the 'Staff Handbook'.

ICT Technician

- Act as the School's Software Licence Coordinator and maintain a central record of all software on a central database.
- Install licensed software on networks and standalones.
- De-install unlicensed software as directed by the ICT Co-ordinator.
- Carry out software audits as requested by the ICT Co-ordinator .

Signed: 
Head Teacher

Dated: 9th September 2019

Signed: 
Chair of Governors

Dated: 9th September 2019