Glasgow CITY COUNCIL

MANAGEMENT CIRCULAR

59

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

December 2018
Management Circular No. 59

To Heads of all Educational Establishments*

School Software Application Licensing Register and Procedure

To assist with Learning and Teaching through technology schools have varying permissions to load software applications on to ICT devices. There is a balance to be found between having such permissions compared to the damage or instability loading of un-tested applications could have on devices or the network they are connected to.

Having such permissions to load software does however introduce a legal risk to the Council of appropriate and accurate licence management and recording. It is the responsibility of each school Head (but also the responsibility for every staff member loading applications) to ensure all legal obligations and restrictions surrounding such software licencing are followed accurately and recorded for auditing purposes.

Within the schools estates there are two types of equipment namely: Managed Service and Mobile devices (Non-Managed devices)

SOFTWARE LOADING PERMISSIONS

a) Managed Service Equipment

These are the PCs and Laptops that have been allocated to your school or were your school has purchased additional PCs or Laptops from the managed service catalogue from PECOS and connected them to the network. The following permissions/restrictions are present on managed equipment within the educational estates:

Secondary	There are no permissions granted to load software and a Business Engagement Form should be raised by your ICT Co-ordinator or Head of Establishment and returned to the Education Business Partner and ICT Manager – Nicola Rossiter. This is to help ensure the stability and performance of the secondary schools network as a high priority network for exams.
Additional Support for Learning	All staff have permissions to load software. The additional requirements of children/young people take precedence over the network performance risks this introduces. Staff to be very vigilant and cautious with what they may load on to any managed device.
Primary	Selected staff per school selected by the school Head have permissions to load software. As no exams are undertaken on this network the impact of issues arising are lower risk than secondary.
Early Years	Selected staff per school selected by the school Head have permissions to load software. As no exams are undertaken on this network the impact of issues arising are lower risk than secondary.

* Refers to all Units, Early Years, Primary and Secondary Schools.

Mobile Equipment (Non-Managed)

These are mobile devices such as tablets, smart phones etc. As these devices are currently not centrally managed, device manufacturers default settings on the device itself will give *"all staff and children/ young people"* permission to load software. To prevent children/young people from loading software without your knowledge you must introduce one or both of the following measures:

- Create local child/young person user accounts on such a device and remove software loading permissions.
- Responsible use - advise all children/young people that loading applications is not permitted unless under staff instruction and supervision and if done disciplinary procedures will be followed.

LICENCE RECORDING AND MANAGEMENT

- Headteacher must appoint a *"Licence Register Owner"* at each school. It is advisable this be a member of SMT where possible.
- Licence Register Owner must create the licence folder (as per instructions below).
- New software installation requirements must be discussed and approved by Headteacher/Senior Management Team before being installed by approved staff. There should be a software strategy in place and new software requests by staff should fit with the schools strategy.
- Staff member installing approved software must:

  > adhere to all licence conditions during Installation;

  > update the licence register;

  > update the licence document folder by saving all applicable licence documents and copy of any invoice (for the avoidance of doubt - proof of shareware and freeware software is also required);

  >notify the Licence Register Owner when complete.

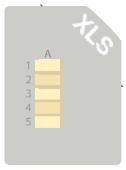
- Licence Register Owner must check the register is accurately completed and licencing documentation has been saved.
- Headteacher must ensure that physical spot checks/audits are undertaken of devices on a regular basis as a quality control process. It is advised some devices are spot checked each week.
- Headteacher to inform all staff of:

  > these procedures;

  > identity of the Licence Register Owner;

  > identity of the staff members in school who have software loading privileges. User account privileges are managed via the service desk. Your Head Teacher or ICT Co-ordinator can nominate appropriate staff members (excludes ASL as all staff have automatic privileges).

LICENCE FOLDER AND REGISTER



Click this icon to download Management Circular No. 59: Register
If you are reading this as a printed copy, you can download the document from:

www.glasgow.gov.uk/CHttpHandler.ashx?id=27736&p=0

- *For the avoidance of doubt: You do not need to keep record of software that has been deployed by Headquarters via ACCESS as standard build licence information Is recorded centrally.*

Above you will find a Licence Register spreadsheet. The Licence Register Owner must:

- Create a *'Software Licensing'* folder within to your staff folder area for all staff access and save the *"Register.xls"* file within that folder.

Example:
(Our school > Staff Folder > Software Licensing)

- Create a sub folder within the Software Licensing folder for each application entry to store supporting documentation such as the licence certificate and invoice.

Example:
(Our school > Staff Folder > Software Licensing > Heinemann Maths)
(Our school > Staff Folder > Software Licensing > Fundmaster)

INTERNAL AUDITING

You can be requested at any time to provide a copy of, or provide access to, your schools register and licence documents for auditing purposes. Audits will be undertaken on a regular and rotating basis from school to school.

Maureen McKenna
Executive Director of Education