

## **2531 COPYING COPYRIGHTED MATERIALS**

The Board of Education requires staff members to make judicious use of appropriate printed materials, sound recordings, televised programs, computer software and digital resources in the curriculum but recognizes that federal law, applicable to public school districts, protects the originators of those materials from the unauthorized use of their copyrighted works. The Board expressly forbids the use of copyrighted materials.

In order to define the fair and reasonable use that staff members may make of copyrighted works for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board directs the Superintendent to promulgate regulations regarding the copying and distribution of copyrighted materials.

Computer applications shall be used strictly in accordance with the terms of the licensing agreement.

Pupils and staff members shall be instructed that copyright infringement is a form of theft. A pupil or staff member who reproduces or uses copyrighted material in violation of this policy will be subject to discipline.

17 U.S.C. 101 et seq. and the Incorporated Fair Use Guidelines

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Copyright law extends to literary, televised, pre-recorded video, music, computer software and digital materials. The main function of the schools is to take effective measures to inform all staff concerning current copyright law. To this end

- Responsibility rests with the principal of each school for providing on-going, updated information to all school staff concerning copyright law for all media. Enforcement of copyright regulations is a responsibility of the principal.
  
- Responsibility rests with the school media specialist for informing the principal each time copyright law changes. The school media specialist will maintain the following references:
  1. A current book detailing copyright law in the school library.
  
  2. A current copy of the *Quick Reference Guide*, from *Copyright: A Guide to Information and Resources* or a comparable document in the library, in computer labs, and by the main photocopy machines in each school.

The media specialist will serve as an advisor to staff members concerning copyright law.

- Each staff member is responsible for adherence to copyright law.