

# POLICY

1995

8350

Instruction

**SUBJECT:** Use of Copyrighted Materials

It is the intent of the Board of Education to abide by the provisions of the United States Copyright Law (Title 17, United States Code, Sections 101, et seq.).

All employees are prohibited from copying materials not specifically allowed by the copyright law, fair use guidelines, licenses or contractual agreements or the permission of the copyright proprietor.

Any employee who will fully disregard the copyright policy shall be in violation of Federal Copyright Laws and District policy and shall assume all liability.

A copyright officer may be appointed by the Superintendent to provide information for all personnel regarding current copyright law and to maintain copyright records.

Regulations and procedures shall be developed by the administration detailing what can and cannot be copied. Appropriate copyright notices will be placed on or near all equipment used for duplication.

Title 17, United States Code (U.S.C.) Section 101, et seq.