

*Existing policy, adopted 5/20/14, appropriate as written.*

## **Instruction**

### **Care of Instructional Materials**

Library books, textbooks and other educational materials are loaned to students who are responsible for the proper care of books and materials entrusted for their use. Students will be assessed damages for abuse of school buildings, equipment and materials.

### **Reimbursement for Lost or Destroyed Materials**

Textbooks, paperbacks, library books and any other materials or equipment which are lost or destroyed must be paid for at full replacement cost. This replacement cost is what the school system must pay to purchase like or similar materials at the time of damage or loss.

### **Assessment for Damages to Materials**

Students will be charged a proportionate amount of the total replacement cost for any damaged books or other instructional materials in their care. The staff member making the damage assessment will determine the amount of the total replacement cost to be assessed on the basis of the extent of the damage involved.

### **Unfulfilled Obligations**

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the Woodbridge School District.

Student who have not fulfilled these obligations may be denied report cards, transcripts, and/or copies of any other records and recommendations from the school system.

### **Copyright Law Compliance**

The Board of Education acknowledges the necessity of complying with federal laws governing the use of copyrighted material. Infringement on copyrighted material, whether prose, poetry, graphic images, music, video or computer code, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

The Board, therefore, requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

## **Instruction**

### **Care of Instructional Materials**

#### **Copyright Law Compliance (continued)**

“Fair use” - An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Legal Reference: Connecticut General Statutes

10-221(c) Boards of education to prescribe rules.

10-222a Boards to have use of funds derived from repayment for school materials.

Public Law 94-553 The Copyright Act of 1976, 17 U.S.C. 101 et seq.