

## Use of and Reproduction of Copyrighted Materials

Policy No. 625 699

### I. PURPOSE

The purpose of this policy is to provide direction for compliance with federal copyright laws.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to ensure that copyright laws are adhered to by the School District, its employees, its students, and others providing services on the School District's behalf.

### III. DEFINITIONS

- A. Copyright is a type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression.
- B. Copyrighted Work is the expression of an original creative work and/or the recording, or fixing, of a creative work. Copyright begins with the expression of a created work.
- C. Fair Use is the legal doctrine that allows for the use or reproduction of copyrighted works for the purposes of criticism, comment, news reporting, teaching, scholarship, or research.
- D. Legitimately Owned Copy or Legal Copy is a legally obtained or legally archived copyrighted work from which the work can be perceived, reproduced, or otherwise communicated.
- E. Public Domain Works are creative works that are no longer protected by

intellectual property laws such as copyright. Public domain works can be freely used without permission or restriction. Derivatives, additions, and/or new original elements added to public domain work are not considered public domain.

#### **IV. FAIR USE STANDARDS**

Only legal copies of copyrighted materials may be made on school equipment or used in or by the School District, its staff, its students, or others providing services on the School District's behalf. Copyrighted materials, whether they are print or non-print, shall not be duplicated without written permission from the copyright holder unless such reproduction satisfactorily considers:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use on the potential market for or value of the copyrighted work.

#### **V. EXCEPTIONS FOR SHOWING MOVIES OR FILMS IN A NON-PROFIT EDUCATIONAL INSTITUTION**

The Educational Exemption is a precise activity which allows the legal use of movies or film in certain types of teaching. The legal use of such media requires adherence to all the following criteria:

1. A teacher or instructor is present;
2. the showing takes place in a classroom setting with only the enrolled students attending;
3. the movie or film is used as an essential part of the core, required curriculum; and

4. the movie or film being used is a legitimately owned copy.

## **VI. REPRODUCTION OF COPYRIGHTED MATERIALS**

Reproduction of copyrighted materials in a non-profit educational setting must meet at least one of the following criteria:

1. A work is in the public domain;
2. Fair Use for teaching applies;
3. reproduction is done by libraries or archives for publicly available, non-commercial preservation or distribution of the work for research; or
4. written consent is obtained from the copyright holder.

## **VII. SCOPE AND LIMITATION ON LIABILITY**

All School District employees, students, and others providing services on the School District's behalf are responsible for complying with copyright laws. Any employee or student with a question regarding whether or not the use or reproduction of a copyrighted work is an infringement of copyright or should be considered fair use should contact:

District Media Specialist or  
Director of Educational Technology and Innovation

The School District does not sanction illegal reproduction or any other violation of copyright laws. Employees and/or others providing services on the School District's behalf who knowingly and/or willfully disregard this policy or otherwise violate copyright laws are in violation of School District policy and assume all liability for such violations, including all legal costs and judgments.

The School District's insurance protection will not extend to employees or others providing services on the School District's behalf who knowingly and/or willfully violate this policy and/or copyright laws. Knowing and/or willful violations may also subject the employee to disciplinary action by the District.

Adopted: July 29, 1991

Revised: November 24, 2025  
Replaces Policy 803.4

**Legal References:** 17 U.S.C. §107 (1992)  
17 U.S.C. §108 (2005)  
17 U.S.C. §110 (2005)