

***661 – Prohibition Against Reproduction of Copyrighted Materials.** This policy is updated to include the definition of "copies" as set forth in federal law and regulation.

It is the intent of the district to adhere to the provisions of copyright laws, as they affect the school district and its employees and students. The board does not sanction the illegal reproduction, in any form, of copyrighted materials.

Copyrighted materials whether print or non-print, will not be reproduced by administrators, employees, or students unless such reproduction is allowed by the copyright laws, "fair use" standards, license or contractual agreements, or written permission has been received from the copyright holder.

It is further the policy of this district that:

1. Unlawful copies of copyrighted materials may not be produced on district-owned equipment.
2. Unlawful copies of copyrighted materials may not be used or distributed with district-owned equipment, on district property, or at district-sponsored functions.

For purposes of this policy, "copies" means material objects, other than phono records, in which a work is fixed by any method known or later developed, and from which the work can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. The term "copies" includes the material object, other than a phono record, in which the work is first fixed.

Guidelines setting forth "fair use" standards will be provided to employees and will be posted or otherwise made easily available at or near photocopy machines.

Failure on the part of an employee or student to follow the copyright laws may result in disciplinary action, up to and including termination of employment or student expulsion. Additionally, any employee or student who willfully disregards copyright laws does so at his or her own risk and assumes all liability for his or her actions.



LEGAL REFERENCE:

17 U.S.C. §101.*et seq.*

ADOPTED: November 30, 2010

AMENDED: August 2018

**Language in text set forth in italics is optional.*