

Revised Draft – April 27, 2010

OAK PARK ELEMENTARY SCHOOL DISTRICT #97 BYLAWS & POLICIES

Oak Park District 97 shall operate in full compliance with the provisions of current copyright laws and Congressional guidelines. Staff and students are to adhere to all provisions of Section 107 of the Copyright Law, 17 USC 107, entitled “Copyrights,” and other relevant federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

GUIDELINES

- A. District staff and students are responsible for conducting themselves in a manner consistent with the spirit and intent of the use of the Use of Copyrighted Materials policy.
- B. To ensure this policy complies with copyright laws, the Superintendent or designee shall stay updated on changes to copyright legislation and make changes to the policy as needed. The Superintendent or designee shall notify staff and students if the policy is revised and provide them with the revised version of policy and additional reference information on copyright laws as necessary.

GENERAL RESPONSIBILITIES

- A. Central Office and building administrators shall review the Use of Copyrighted Materials policy with staff members on an annual basis.
- B. It is the responsibility of District employees to follow all guidelines and laws as explained in the Use of Copyrighted Materials policy and the Copyright Law of the United States of America.
- C. It is the responsibility of the Superintendent or designee to verify that all audio-visual materials such as music, videos, DVDs, CDs, computer programs, and all forms of copyrighted materials used in the school are legally obtained and properly licensed.

INTELLECTUAL PROPERTY RIGHTS

Materials that are developed during the course of any employee's regular working activities, summer workshops or special curricular projects become the property of the District. Any decision concerning copyrights shall be the prerogative of the ~~School~~ Board.

When textbooks, ~~or other~~ **instructional materials and audiovisual materials** are developed by the staff members outside the contractual relationship with the District and at no expense to the District, the District relinquishes any claim to ownership or copyright.

17 U.S.C. 101 et seq.