

# POLICY

2017

8350

1 of 2

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 and students 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 person who willfully disregards the copyright policy shall be in violation of Federal Copyright Laws and District policy and shall assume all liability.

A copyright officer shall be appointed by the Board of Education to provide information for all personnel regarding current copyright law and to maintain copyright records. The copyright officer will also agent registered with the U.S. Copyright Office to expeditiously respond to any notices of claimed copyright infringement.

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

### **Use of Audiovisual Materials**

The School District shall abide by the United States Copyright Law as it address the "Fair Use" guidelines for use of copyrighted materials and will apply this standard in the use of audiovisual media.

In determining whether the fair use of copyrighted audiovisual materials may extend to teaching purposes, the factors to be considered shall include:

- a) The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
- b) The nature of the copyrighted work;
- c) The amount and substitutability of the position used in relation to the copyrighted work as a whole; and

(Continued)

# POLICY

2017

8350

2 of 2

Instruction

## **SUBJECT: USE OF COPYRIGHTED MATERIALS (Cont'd)**

- d) The effect of the use upon the potential market for or value of the copyrighted work.

Digital Millennium Copyright Act (DMCA)  
17 United States Code (USC) Sections 101  
et seq.  
34 Code of Federal Regulations (CFR) Part 201

Adopted: 1994  
Revised: 9/11/06, 5/22/17