



## INSTRUCTION

2150

### Copyright

The Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

While the Board encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of the staff to abide by the Board’s copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for the staff to violate copyright requirements in order to perform their duties properly. The Board cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the Board’s procedures or is permissible under the law should contact the Executive Director and/or Principal. The Executive Director and/or Principal will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required. The Executive Director and/or Principal or designee is responsible for maintaining copies of permission granted for the use of copyrighted material.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential of being considered an infringement.

No information or graphics may be posted on any school official website in violation of any copyright laws. The Executive Director and/or Principal or web maintenance designee is responsible for maintaining copies of permission granted for the use of copyrighted material on any school official website.

Legal Reference: 17 USC 101 to 1010      Federal Copyright Law of 1976

### Policy History:

Adopted on: October 06, 2016

Revised on: March 11, 2021