

Federal law makes it illegal to duplicate copyrighted materials without authorization of the copyright holder, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using 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 District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. Under no circumstances shall District staff violate copyright requirements performing their duties.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Law Reference: US Code Title XVII, Public Law 94-533, United States Copyright Law of 1976

Appendix Reference:

Date Adopted: December 8, 2015

Last Review/Revision Date: