Policy

**COPYRIGHT COMPLIANCE**

*Code* **EGAD** *Issued* **DRAFT/19**

The 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The federal law provides penalties for unauthorized copying of audio, visual, or printed materials; computer software; and computer text or graphics found on the Web unless the copying falls within the bounds of the “fair use” doctrine.

Therefore, the superintendent will inform all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal, unethical, and not permitted by the board and that violations of the copyright law may result in criminal or civil suits and/or suspension or dismissal from employment in the district.

To protect staff members and the district against legal redress for alleged violation of the copyright laws, the person making the reproduction is responsible for determining that the action is within the law. Any time a person copies materials, he/she should request permission from the copyright holder, even if the materials copied fall under the fair use standard. If the copyright holder denies permission, the user should destroy the copied works. If approved, the user may keep the materials for as long as the permission is in effect.

The district will not honor requests to reproduce materials on district equipment unless the reproduction is legally permissible.

Adopted ^

Legal References:

A. United States Code of Laws, as amended:

1. Copyright Act of 1976, 17 U.S.C.A. Section 101, *et seq*.