

EDUCATIONAL PROGRAMS

Series 600

Policy Title: Copyright Compliance

Code Number: 603.11

The Board recognizes that to enrich the educational experience for students, District staff may supplement regular curricular material with other information resources. In doing so, staff and students must follow federal law which 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 plagiarism, unauthorized copying or use of copyright-protected material or media, including, but not limited to, print, electronic and web-based materials, 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, provided all fair use guidelines are met. AR 603.11 should be referred to for guidance.

It is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District will not be responsible for any violations of the copyright law by its employees or students.

Violation of the copyright law by staff or students may result in discipline.

[Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the District received permission to perform a copyrighted work that permission does not extend to other parties. The District is not responsible for copyright violations by third parties.]

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 Building Teacher Librarian or the Director of Technology. The Building Teacher Librarian will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

First Adoption: March 25, 1997

Revision Adoption: September 10, 2002 / June 22, 2009 / September 9, 2013

Legal Reference:

17 U.S.C. § 101 et seq.
281 I.A.C. 12.3(12)(c).

Board Policy Document

Any District-designated copyright compliance officer in need of legal advice shall request such advice through the Director of Technology's Office.

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