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3 **INSTRUCTION**

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5 Copyright

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

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

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

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

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

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30 Policy History:

31 Adopted on:

32 Reviewed on: 2/25/08

33 Revised on: Fall 2003