

**Lower Merion School District**

Policy No.: 814  
Section: OPERATIONS  
Title: COPYRIGHTED MATERIAL  
Date Adopted: 7/20/92  
Date Last Revised: 10/19/2020; 6/20/05

**814 COPYRIGHTED MATERIAL**

The Board of School Directors recognizes the importance of encouraging the production of literary, artistic and intellectual works of lasting benefit to society through the protection of the rights of the creators of those works. The Board also recognizes the importance of the dissemination of new ideas and new forms of expression. The Board further recognizes that the federal Copyright Act makes it unlawful for anyone to make a copy of a copyrighted work without the permission of the copyright owner, except to the extent permitted by the Copyright Act, in particular the provision on "fair use." The Board further recognizes that severe penalties are provided for violation of the Act.

Use of Outside Copyrighted Materials

Employees of the District shall adhere to copyright laws and with the accompanying regulation and other guidelines promulgated by the administration regarding the use of printed materials, software, and other technological media materials. It is also the intent of the District to comply with license agreements contained in purchased materials.

Use of District Copyrighted Materials

Staff may only make copies of copyrighted District materials in compliance with law and with the accompanying regulation and other guidelines promulgated by the administration. Staff members who fail to follow this policy may be held personally liable for copyright infringement and also may be subject to discipline by the District.

District Property

All planned courses of study, educational programs or other copyrightable material developed for curriculum use or otherwise on behalf of the School District by staff of the District remain the sole property of the District. Such material is not to be used outside of the School District in any manner for personal gain or for personal profit by individuals employed by the District.

Staff may make copies of copyrighted school district materials only in compliance with law and with the guidelines promulgated by the administration.

The Superintendent shall promulgate guidelines which shall govern the use of copyrighted materials within the school district.

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**Legal References:**

17 U.S.C.A. §101 et seq. (Supp. 1991)

17 U.S.C.A. §107 (1976)