

FARIBAULT PUBLIC SCHOOLS  
Faribault, Minnesota

Business Procedures  
Series 800

**REPRODUCTION OF COPYRIGHTED MATERIALS**  
Policy No. 803.4

Independent School District No. 656 seeks to ensure that copyright laws are adhered to by the School District, its employees and its students.

Only legal copies of copyrighted materials may be made on school equipment or used in or by the School District. Copyrighted materials, whether they are print or non-print, shall not be duplicated without written permission from the copyright holder unless such reproduction meets:

- A. "Fair use" standards;
- B. A specific exception for teaching in a non-profit educational institution; or
- C. A specific exception for reproduction by libraries.

All District 656 employees are responsible for complying with copyright laws. The administrator of each building is responsible for establishing practices which support this policy for the building which he/she is responsible. Any employee or student with a question regarding whether or not he/she may make a reproduction should contact the

District Media Services staff.

Independent School District No. 656 does not sanction illegal duplication or any other violation of copyright laws. Employees who knowingly and/or willfully disregard the District's copyright policy or violate copyright laws are in violation of School District policy and assume all liability for such violations, including all legal costs and judgments.

The School District's insurance protection will not extend to employees who knowingly and/or willfully violate this policy and/or copyright laws. Knowing and/or willful violations may also subject the employee to disciplinary action by the District.

July 29, 1991  
Date of Adoption

October 24, 2022  
Date of Review and Approval