

COPYRIGHT COMPLIANCE – REPRODUCTION AND USE OF COPYRIGHTED MATERIALS: 2025

The District recognizes that law 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 unauthorized copying and/or use of audio, visual or printed materials and computer software, unless the copying and/or use is within or conforms to the “fair use” doctrine. Unauthorized reproduction and/or use of copyright materials is illegal and unethical, and violation of the copyright law may result in criminal or civil suits, and/or suspension or dismissal from employment. While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. The legal or insurance protection of the District will not be extended to employees who violate this policy.

To assure compliance with the law and to protect staff members and the Federal Way School District #210 against legal redress for alleged violations of the copyright law, the person making the reproduction and/or use of such copied materials must ascertain that the action is within the law. The Superintendent or designee must be contacted if, after a study of the District's administrative guidelines, there is uncertainty as to whether reproduction or use of materials meets the requirements of the “fair use” concept of the copyright law.

Computer Software Copyright

It is the intent of the District to adhere to the copyright laws that govern the reproduction of computer software. District employees are not to duplicate or use, or allow students to duplicate or use, any computer software except as expressly permitted by law or by licensing agreements. The principal/designee of each school site is responsible for establishing practices which will enforce this policy at the school level, and for informing students, staff, and parents of these practices.

Cross References: Administrative Policy – 2022 Electronic Information Systems (Network)

Legal References: P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)
P.L. 105-304 Digital Millennium Copyright Act of 1998

Management Resources: *Policy News*, October 2001, Copyright Information Update