

## INSTRUCTIONS

### POLICY – USE OF COPYRIGHTED MATERIALS

BP 6162.6

It is the intent of the Santa Barbara County Education Office to adhere to the provisions of the U.S. copyright law (United States Code, Title 17), including the Berne Convention for the Protection of Literary and Artistic Works, and to maintain the highest ethical standards in the use of all borrowed materials. The willful infringement of a copyright and plagiarism of any sort by employees of the County Education Office are prohibited. The County Superintendent or designee will provide employees with guidelines that ensure compliance with the U.S. copyright law and adherence to standards of ethical conduct as they relate to the use of someone else's creative work.

Copyrighted materials, whether they be print or nonprint, shall not be duplicated without first receiving written permission from the owner of such materials (copyright holder) and/or complying with guidelines presented in administrative regulations.

The Santa Barbara County Education Office does not sanction the illegal use or unauthorized duplication of someone else's work in any form. Employees who willfully violate the County Education Office's copyright policy do so at their own risk and may be required to remunerate the County Education Office in the event of a loss resulting from litigation.

Employees are hereby notified that willful infringement of the law may result in disciplinary action.

ADOPTED BY COUNTY BOARD:

March 2, 1978

REVISED:

August 1, 1991

April 7, 1994