

## **Instruction**

### **Use of Copying Devices**

#### **Publication or Creation of Educational Materials – Copyrights: Printing and Duplication**

The Board of Education shall encourage compliance with federal laws governing the use of copyrighted material and does not condone violations of the United States copyright law.

Infringement on copyrighted material is against federal law and contrary to the ethical standards required of staff and students alike.

The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

The Board requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use”, under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Legal Reference: Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.