

**REPRODUCTION AND USE OF COPYRIGHTED MATERIALS**

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The reproduction and use of copyrighted materials, including computer software, electronic materials, video tapes, compact discs, laser discs, music, movies, video and other non-print materials are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The Superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The Alexandria City School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the Superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the Division procedures or is permissible under law should contact the Department of Teaching, Learning and Leadership, which will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform the staff member’s duties. At no time is it necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or Division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or Division requirements may result in discipline up to and including suspension or expulsion.

Adopted: October 24, 1996  
Amended: April 21, 2016  
Amended: April 22, 2021

Legal Ref: 17 U.S.C. § 101 et seq.

Cross Refs.:	GAB/IIBEA	Responsible Computer System Use
	GAB-R	ACPS Employee Responsible Use Policy Agreement for Computer Systems
	GAC	Employee Use of Social Media
	GAC-R	ACPS Social Media Regulations
	GCPD	Licensed Staff Discipline
	IIAB	Supplementary Materials Selection and Adoption
	JFC-R	Standards of Student Conduct