

It is the policy of the North Thurston Public Schools that all District employees shall comply with federal copyright law. Federal copyright law prohibits the copying and certain other uses of copyrighted materials (such as public display or performance) without the permission of the copyright owner, unless such copying or use constitutes a "fair use" or is exempt under applicable law. To assure compliance with the law and to protect staff members and the District against legal redress for alleged violations of the copyright laws, any staff member who copies or makes other use of copyrighted materials must first ascertain that such copying or other use is within the law. To facilitate District employee's compliance with this policy, the District has adopted certain guidelines and procedures relating to the reproduction and use of copyrighted materials, which are set forth in Procedure 2312P.

All District employees are expected to familiarize themselves with this Procedure and fully comply with federal copyright law. Any District employee who is uncertain whether reproducing or using copyrighted material in a certain situation complies with the District's procedures or is permissible under the law (or is otherwise uncertain as to his or her individual legal responsibilities with respect to such actions) shall refer to Procedure 2313P or contact the Superintendent or the person designated as the Copyright Compliance Officer.

Legal References:

- Title 17, United States Code, Federal Copyright Law of 1976

Adopted: June 16, 1986 North Thurston Public Schools Board of Directors

Revised: August 28, 2006

Reviewed: October 20, 2009 North Thurston Public Schools Board of Directors