

Title: Use of Information Resources

In order for students to experience a diverse curriculum, the Board of Education recognizes that employees may supplement District curricular materials with other resources. In so doing, the Board recognizes that federal 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 plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, otherwise unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

It is the responsibility of employees and students to abide by the District's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. In no circumstances shall it be necessary for District students to violate copyright requirements in order to complete educational requirements or assignments. The District will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Copyright law may prohibit parents or others from copying, recording or replaying copyrighted work. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The District is not responsible for outsiders violating the copyright law or this policy.

Any employee or student, who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law, should contact the principal, teacher, teacher-librarian, or other appropriate school personnel, who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

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It is the responsibility of the Superintendent to develop administrative regulations regarding this policy. Employees and students will be notified annually of this policy.

Cross References:

425 Appropriate Use of Computers,
Computer Network and the Internet- Employees,
425.1, 512 Code of Conduct 607.1 Internet
Appropriate Use

Legal References:

17 U.S.C. § 101 et al. 281 I.A.C.
12.3(12).

Approved: Feb. 10, 2009

Reviewed: _____

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