

1 Great Falls School District

2  
3 **INSTRUCTION**

2312

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5 Copyright

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7 The District recognizes that federal law makes it illegal to duplicate copyrighted materials  
8 without authorization of the holder of the copyright, except for certain exempt purposes. Severe  
9 penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed  
10 materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

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12 Under the “fair use” doctrine, unauthorized reproduction of printed copyrighted materials is  
13 permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or  
14 research.

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16 Under the “fair use” doctrine, each of the following four standards must be met in order to use  
17 the printed copyrighted document:

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- 19 • Purpose and Character of the Use – The use must be for such purposes of teaching or  
20 scholarship.
  - 21 • Nature of the Copyrighted Work – The type of work copied.
  - 22 • Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be  
23 considered fair use; copying a small portion may be if these guidelines are followed.
  - 24 • Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If  
25 resulting economic loss to the copyright holder can be shown, even making a single copy  
26 of certain materials may be an infringement, and making multiple copies presents the  
27 danger of greater penalties.

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29 While the District encourages its staff to enrich the learning programs by making proper use of  
30 supplementary materials, it is the responsibility of District staff to abide by the District’s copying  
31 procedures and obey the requirements of the law. Under no circumstances shall it be necessary  
32 for District staff to violate copyright requirements in order to perform their duties properly. The  
33 District cannot be responsible for any violations of the copyright law by its staff or students.

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35 The display of dramatic performances, musical works, motion pictures or television programming  
36 to students may only occur for educational purposes under the following standards:

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- 38 • During onsite instruction
  - 39 • When viewed in a classroom or designated place of instruction
  - 40 • With a lawfully made copy or via an authorized account
  - 41 • As a regular part of instruction and directly related to the curriculum

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43 Employees should contact the administration with inquiries about accessing lawful copies of  
44 materials or accounts to access materials available via online platforms to ensure compliance  
45 with copyright laws.

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1 Any staff member who is uncertain as to whether reproducing or using copyrighted material  
2 complies with the District's procedures or is permissible under the law should contact the  
3 Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or  
4 use protected materials when such authorization is required.

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6 Legal Reference:

7 17 USC 101 to 1010 Federal Copyright Law of 1976.

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9 Policy History:

10 Adopted on: July 1, 2000

11 Revised on: May 23, 2022