

**Tumwater School District
Board Policy**

COPYRIGHT COMPLIANCE

The 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties are provided for unauthorized copying or using of audio, visual, computer software, or printed materials unless the copying or using conforms to the "fair use" doctrine. This includes copyright material received over the Internet.

While the Board of Directors of Tumwater School District No. 33 encourages staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district personnel to abide by the district's copyright procedures and obey the requirements of the law. In no circumstances shall it be permitted for employees of the district to violate copyright requirements in order to perform their duties properly. Therefore, the district cannot be responsible for any violations of the copyright law by its employees.

Any employee of the district who is uncertain as to whether reproducing or using copyrighted material complies with the district's purposes or is permissible under the law should contact the superintendent or, alternatively, the person designated as the Copyright Compliance Officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of all employees to follow district copyright procedures and to contact the person designated as compliance officer when they are unsure about the legality of specific practices.

Notifications that claim that users of the District's internet network have infringed on copyright law are to be filed with the District's Compliance Officer.

Legal References: P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title
17)
P.L. 105-304 Digital Millennium Copyright Act of 1998

Management Resources: *Policy News*, October 2001, Copyright Information Update

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