

Policy

EQUIPMENT, BOOKS, MATERIALS, AND COPYRIGHT MATERIALS

The Harrison Township Board of Education believes that personnel and materials appropriate to the needs of the school program must be available to each pupil and teacher.

To be in compliance with the requirements of federal and state law, the board of education directs the superintendent to distribute curriculum materials and instructional materials to the schools in such a way that equivalence of such materials is ensured among the schools. Staff assignments shall comply with this directive.

The superintendent shall make necessary purchases of materials and equipment to carry out the educational program. The superintendent shall consult with the necessary representatives from the faculty and information technology staff in making decisions regarding the selection and purchase of educational materials and equipment. All purchases will be approved by the board.

The board will endeavor to provide the supportive resources, personnel, and technology necessary for teachers to implement the approved curriculum in their classrooms and work effectively with the children.

The supervisor of school facilities and the IT supervisor/director shall coordinate the set up and maintenance of equipment, including audio-visual devices, internet access and computing devices. The supervisor of school facilities and the IT supervisor/director shall develop procedures for filing work and equipment requests along appropriate channels.

The media resource center and media specialist shall provide a variety of educational resources including internet resources to the students. The media specialist shall work closely with teachers in selecting and using learning resources.

The school program should also incorporate current and emerging technologies in the educational program. Technology shall be utilized to support student achievement of the Common Core State Standards in mathematics and language arts and literacy and the State's Core Curriculum Standards.

Copyright

The board encourages teaching staff members to make judicious use of appropriate printed materials, sound recording, televised programs, and computer software in the curriculum but recognizes that federal law, applicable to public school districts, protects the originators of those materials from the unauthorized use of their copyrighted works. The use of school equipment for the illegal reproduction of copyrighted materials is prohibited.

In order to define the "fair and reasonable" standard that teaching staff members may make of copyrighted works for educational purposes without the permission of the copyright owner, and to reduce the risk of copyright infringement, the chief school administrator oversee the development of guidelines regarding the copying and distribution of copyrighted materials for instructional purposes.

Computer software may be reproduced only for archival purposes or when copying is an essential step in the utilization of the program. Computer software should be purchased in sufficient quantity to permit its classroom use without simultaneous loading. Where appropriate, the chief school administrator shall seek a licensing agreement with the software publisher that permits the reproduction of software, the simultaneous use of software, and the purchase of multiple copies of software at discount prices.

Pupils and staff shall be instructed that copyright infringement is a form of theft. A pupil or staff member who reproduces or uses copyrighted material in violation of this policy may be subject to discipline.

EQUIPMENT, BOOKS, MATERIALS AND COPYRIGHT MATERIALS (continued)

Adopted: March 11, 1986
 Revised: November 14, 1989; April 30, 1997; May 24, 2005
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Key Words

Supplies, Materials, Books, Equipment

Legal References: N.J.S.A. 18A:34-1 Textbooks; selection; furnish free with supplies; Appropriations
N.J.S.A. 18A:40-12.1 Protective eye devices;
N.J.A.C. 6A:7-1.4 et seq. Responsibilities of the district board of education
N.J.A.C. 6A:8-2.1 Authority for educational goals and standards
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the performance of school districts
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible

Cross References: *3220/3230 State funds; federal funds
 *3320 Purchasing procedures
 *3326 Payment for goods and services
 *5145.4 Equal educational opportunity
 *6121 Nondiscrimination/affirmative action
 *6141 Curriculum design/development
 *6142.2 English as a second language; bilingual/bicultural
 *6142.10 Internet safety and technology
 *6161.1 Guidelines for evaluation and selection of instructional materials
 *6171.3 At-risk and Title 1
 *6171.4 Special education

*Indicates policy is included in the Critical Policy Reference Manual.