

## Education Programs

### Copyright Policy

#### I. Purpose

This policy describes the responsibilities of employees and students with respect to the use of copyrighted material.

#### II. General Statement of Policy

The school district and its employees comply with the provisions of copyright laws. Employees must adhere to all provisions of copyright law related to the duplication, retention, and use of copyrighted materials.

#### III. Responsibilities

- A. Guidelines for the use of copyrighted materials will be readily available, as well as be maintained on the school district website.
- B. Unlawful copies of copyrighted materials may not be produced on district-owned equipment.
- C. Unlawful copies of copyrighted materials may not be used with district-owned equipment, on district property, or at district-sponsored functions.
- D. The district's legal and insurance protection will not be extended to employees who unlawfully use copyrighted materials.
- E. Employees who use copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use, public display, and technological use guidelines. Employees may contact the district media and technology department with questions. Employees are expected to be able to provide their supervisor, upon request, the justification based on fair use, public display, or technological use guidelines, as specified in copyright law.
- F. Employees who use copyrighted materials that do not fall within fair use, public display, or technological use guidelines, must be able to substantiate that the materials meet one of the following tests:
  - 1. The materials have been purchased from an authorized vendor by the employee or the district and a record of the purchase exists.

2. The materials are copies covered by a licensing agreement between the copyright owner and the employee or the district.
3. The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing, and a valid agreement exists that allows for such use.

Questions regarding the application of the test should be directed to the district's media and technology department.

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INDEPENDENT SCHOOL DISTRICT NO. 273  
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