

INSTRUCTION

2150

**[RECOMMENDED POLICY: This item addresses practices boards are required to comply with by law, administrative rule, or other guidance, or which are strongly recommended by one of the attorneys we consult on policy matters.]**

Copyright

The District 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 unauthorized physical or electronic copying or use of audio, visual or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is sometimes permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. While unauthorized use is allowable for these purposes in some cases, some uses are prohibited even if they are for one of these purposes. A use is more likely to be considered fair use if the original work is changed in some way, or used for a purpose their than its original purpose, such as changing a song to create a satirical parody or the use of a song as accompaniment to an interpretive dance performance. Copying of a relatively small portion of the original work is also more likely to be considered a fair use than uses that reproduce more of the work. Uses for which no fee or charge is collected are also more likely to be considered fair use than those for which there is a fee or charge, such as a cost of admission to a play or concert. Whether a particular use is considered fair use depends on the specifics of each situation, especially:

1. The purpose and character of the use, including whether such use is for commercial purposes or nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the part that's used compared to the copyrighted work as a whole; and
4. How the use might effect the market for, or value of, the copyrighted work.

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

Any staff member 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 Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or

use protected materials when such authorization is required. The Superintendent or designee is responsible for maintaining copies of permission granted for the use of copyrighted material.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential to be considered an infringement.

No information or graphics may be posted on any school system official website in violation of any copyright laws. The Superintendent or web maintenance designee is responsible for maintaining copies of permission granted for the use of copyrighted material on any school system official website.

Legal Reference:

17 USC 107  
USC TITLE 17

Limitations on Exclusive Rights: Fair Use  
Copyrights

Other References

National Association of School Music

<https://www.idsba.org/member-services/policy/>

NFHS Learning Center

[Understanding Copyright Laws Regarding Your School Musical](#)

Cross References

2510  
2570  
8605  
8700

Selection of Library Materials  
Use of Commercially Produced Video Recordings  
Retention of District Records  
Computer Software

Policy History:

Adopted on: August 10, 2010

Revised on: June 8, 2026