Board Policy 2150: Copyright

Status: ADOPTED

Original Adopted Date: 07/01/2023 | Last Revised Date: 05/05/2026 | Last Reviewed Date: 05/05/2026

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 other 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.

These policies are authorized solely for the use of ISBA members who subscribe to ISBA Policy Services. They are not intended for, nor authorized for, any other purpose or use. Such materials shall not be copied, distributed, or otherwise used by any agent, employee, individual, or organization except as necessary for official District/Charter business by authorized ISBA Policy Services subscribers. Any personal, private, proprietary, or non-subscribed use is strictly prohibited.

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Legal References	Description
17 USC 107	Limitations on Exclusive Rights: Fair Use
USC TITLE 17	Copyrights

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/
National Association for School Music	United States Copyright Law: A Guide for Music Educators
NFHS Learning Center	Understanding Copyright Laws Regarding Your School Musical

Cross References

Code	Description
2510	Selection of Library Materials
2510-P(1)	Selection of Library Materials
2570	Use of Commercially Produced Video Recordings
2570-F(1)	Use of Commercially Produced Video Recordings - Parental Movie Opt-Out/Consent Form
8605	Retention of District Records
8700	Computer Software