

USE OF COPYRIGHTED MATERIALS

It is the policy of Lake Country School District that students and staff will comply with all federal copyright laws and guidelines including, but not limited to, the following media/material: print, music, artwork, video, audio, software, web page, any performance-based or electronically-recorded information. Specifically, the following copyright requirements shall apply in the district:

- A. The district shall provide initial training and ongoing updates relating to copyright law. Students or employees who violate copyright law shall be personally responsible for their actions and any criminal damages and/or penalties that may be assessed.
- B. Appropriate notices and warning signs shall be placed on all paper copying equipment and will be posted in areas where other technology/media could be used in a way that infringes on copyright laws. The use of district facilities or equipment for the purpose of violating copyright law shall be prohibited.
- C. The duplication of copyrighted materials without permission from the copyright holder, except under the provisions of "fair use," shall be prohibited. In instances where staff is interested in obtaining written permission to utilize material, they may attempt to do so but must file the request and any resulting correspondence concerning permissions to their principal.
- D. Unauthorized use of copyrighted materials to substitute for the purchase of material shall be prohibited.
- E. The distribution of and/or transmission of copyrighted works without permission from the copyright holder, except under the provisions of "fair use" shall be prohibited.
- F. No employee shall direct the violation of the copyright law.
- G. Staff members shall apply the "fair use" criteria in identifying material which may be used or reproduced consistent with the copyright law. Staff members are cautioned to test such decisions against all the criteria, being mindful that their status as district employees does not provide immunity for violation of that law.
- H. Staff wishing to purchase or utilize materials with questionable copyright implications for the district must obtain authorization from their principal prior to ordering or using the materials. Staff wishing to purchase software for the district must obtain permission from the principal and the district technology coordinator prior to ordering the materials or having them installed or utilized. To help insure and protect the districts' copyright interest, software will only be installed by authorized technology services staff.
- I. The Superintendent and the administrative team, shall be responsible for establishing practices which will enforce this policy.