



Book	Policy Manual
Section	6000 INSTRUCTION
Title	Use of Copyrighted Materials
Code	BP 6162.6
Status	First Reading
Cross References	AR 6162.6 - Use of Copyrighted Materials
Adopted	January 16, 2006

The Board of Education recognizes the importance of ensuring that the District complies with federal law regarding copyright law. All District staff and students shall adhere to the provisions of federal copyright law and maintain high ethical standards in using copyrighted materials. The District shall provide no legal support to any employee who violates copyright law. Willful infringement of copyright law by students or staff may result in disciplinary action.

When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation.

If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a District employee to violate copyright laws in order to perform his/her duties.

The School Board recognizes that computer software may be used in classroom instruction. In circumstances where the interpretation of the copyright law is ambiguous, the District shall determine appropriate use of computer software or online services by referring to the license agreement and/or policy statements contained in the software packages or online services used in the District. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

The Superintendent shall maintain procedures to discourage violation of all copyright laws and prevent illegal copying activities.

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.

*Legal Reference:*  
*UNITED STATES CODE, TITLE 17 - Copyrights*