

# SANBORN REGIONAL SCHOOL DISTRICT

SRSD FILE: EGAD  
(formerly EGAC)

## **COPYRIGHT COMPLIANCE**

### Statement of Purpose

It is the purpose of this policy to commit the Sanborn Regional School District to strict compliance with the current copyright laws and congressional guidelines with regard to copyrights.

### Statement of Policy

It is the intent of the Sanborn Regional School District to adhere to the provisions of the current copyright laws and congressional guidelines with regard to copyrights.

The District recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school district.

The District directs that its employees adhere to all provisions of Title 17 of the United States code, entitled "Copyrights" and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

The District further directs that:

1. Unlawful copies of copyrighted materials may not be produced on District-owned equipment.
2. Unlawful copies of copyrighted materials may not be used with District-owned equipment, within District-owned facilities, or at District-sponsored functions.
3. Legal and/or insurance protection of the District will not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide their supervisor, upon request, the justification under Sections 107 or 110 of USC 17 for copies that have been made or used. (See Guidelines for Implementing Copyright Compliance EGAD-R)

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Employees who use copyrighted materials which do not fall within fair use or public display guidelines will 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 individual employee or the District.
2. The materials are copies covered by a licensing agreement between the copyright owner and the District or the individual employee.
3. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing and a valid agreement exists which allows for such use.

Though there continues to be a controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to operate legally.

A copy of this policy will be posted near all duplicating/printing equipment within school/office facilities. If questions do arise as to what is or is not copyrighted, employees should consult with their principal or with media personnel in each school.

Effective: November 30, 1978

Revised: June 17, 1992

Revised: March 6, 2000

Revised: August 8, 2001

Reaffirm: October 6, 2010

Reaffirm: December 18, 2013