

Instructions

Use of Copyrighted Materials

It is the intent of the county superintendent and the county board of education to adhere to the provisions of all copyright laws and to maintain the highest ethical standards in the use of copyrighted materials.

All employees are required to read all county office copyright regulations. The legal and/or insurance protection of the county office does not extend to employees violating the copyright law. All violations of the copyright law are acts outside of the scope of employment. Any willful infringement of the copyright law may result in disciplinary action by the county office. Employees violating copyright laws will not be defended by the county office in the event a criminal or civil action is filed against them.

The administrator of each program and/or class operated by this county office, and any other persons designated by the superintendent, are responsible for establishing and maintaining practices which will enforce this policy.

Whenever an employee has any doubt as to the legality and propriety of the contemplated use of a reproduction of copyrighted material, the employee shall notify his/her supervisor and seek guidance before taking any action.

Students are permitted to duplicated copyrighted material only with the express permission of the supervising teacher. The restrictions set forth in paragraph 2 (above) also apply to all students. Students are permitted to videotape only material which is directly related to the educational policies of the county office of education.

The county superintendent is designated as the only individual who may sign license agreements for copyrighted materials.

All classroom use of video materials from any source must first conform to approved county curriculum/course of study. Video materials must (1) advance educational purposes, and (2) follow all requirements established by the county board of education and county superintendent.

Legal Reference: United States Code, Title 17
Copyright Act of 1976

Public Law 96-527
(amends sections 106, 107, and 117
of Title 17

Education Code
Legal Compliance Requirements

Policy

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