

POLICY: 405

USE OF COPYRIGHTED MATERIALS

Copyrighted materials, including print, media, and software, shall not be duplicated or used by District employees or used or duplicated on District equipment in violation of the exclusive rights of the holders of the copyright. The only exceptions shall be: (1) where use or duplication constitutes "fair use" as defined by law, or (2) where written permission has been obtained and given to the Building Administrator by the copyright holder. Fair Use exemptions, when difficult to interpret, should be in compliance with the Fair Use Guidelines for Educational Multimedia provided by the Subcommittee on Courts and Intellectual Property, Committee on the Judiciary, United States House of Representatives, May 1997. The District assumes no liability for infringement of the copyright law in any form by anyone using District equipment.

A statement concerning copyright shall be posted on or near all District duplicating equipment and computers. Procedures shall exist to assist employees regarding duplication or use of copyrighted materials. (Procedures: Exhibit 405A and 405B).

LEGAL REFERENCE: Public Law 94-553
Title 17, U.S. Code, Section 101 et seq.

Adopted: 12/13/83
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Reviewed: 01/10/00, 07/24/07, 7/9/12, 1/9/17