



**Section:** *Classified Employees*  
**Title:** *Copyright Guidelines*  
**Adopted:** *10.16.97*  
**Revised:** *10.21.04*

### 553 *Copyright Guidelines*

*The Board of School Directors of the Colonial School District recognizes that the Federal Constitution grants authors the creators' rights<sup>1</sup> to protect their property as a means of promoting and advancing knowledge, and that Congress enforces these rights through the Copyright Law, Title 17 of the United States Code, which makes it illegal for anyone to distribute copyrighted or licensed materials. At the same time, the Board recognizes that Congress and the courts have provided that sometimes reproducing someone else's work is not harmful to that person and using the work is an important part of public discourse. Therefore, a special exception from liability known as the "Fair Use Doctrine" is legitimately granted for educational use when certain conditions are met.*

*Where there is reason to believe the material to be copied does not fall within the guidelines, students must contact the Principal and obtain prior permission from the owner or licensor of the work.*

*The Superintendent or Designee shall create, maintain, and annually update Copyright Guidelines Handbook that assists Colonial School District Personnel educate employees and students assists them in carrying out their responsibility to comply with copyright laws that are applicable to all instructional and non-instructional works including but not limited to: online and Internet, computer software, audio visual, off-air recording, cable, satellite, videotaping, print and non-print. The Handbook is a basic step for all personnel and students to assist their interpretation of copyright law. In addition to the Handbook, each employee and student is responsible for keeping abreast of copyright requirements and if the employee or student needs assistance (s)he should ask the Principal and/or the School Solicitor for advice.*

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*Employees and students who fail to follow this policy and the Copyright Guidelines Handbook may be held personally liable for copyright infringement under the federal and state copyright infringement as well as Internet service provider Terms of Use, and licenses or contracts. Under no circumstances will the School District be responsible for employees' or students' violation of copyright law. Furthermore, the student's action or inaction may result in discipline by the Principal and/or Superintendent who is given the discretion to discipline the student in various ways, including but not limited to suspension up to ten (10) days. The Superintendent of Schools may, at his or her discretion, recommend action by the Board of School Directors, including expulsion.*

*All violations of this policy shall be reported to the Board by the Superintendent.*

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