

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	713	Page: 1 of 2
SERIES	700	Non-Instructional Operations
SUBJECT	713	Copyright Policy
Adopted		June 10, 2003
Revised		

I. PURPOSE

The purpose of this policy is to set forth guidelines within the District for compliance with copyright laws and Congressional guidelines.

II. GENERAL STATEMENT OF POLICY

A. Independent School District 16, its Board, staff, and students shall adhere to the provision of current copyright laws and Congressional guidelines. Employees and students are to abide by all provisions of Title 17 of the U.S. Code, entitled, "Copyrights," and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

Specifically:

1. Unlawful copies of copyrighted materials may not be produced on district-owned equipment.
2. Unlawful copies of copyrighted material may not be used with district-owned equipment, within district-owned facilities, or at district-sponsored functions.
3. Employees who make copies and/or use copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to provide their supervisor, upon request, the justification under Sections 107 or 110 of U.S. Code 17 for materials that have been used or copied.

III. SCHOOL DISTRICT COPYRIGHTS

School District 16 shall copyright materials that are developed at the direction and supervision of the school district, which are totally original, novel, and have potential application outside the realm of the school district. The purpose of this policy is to preclude the unauthorized use of district prepared materials that have

possible commercial value. Staff members developing own materials on their time shall retain sale title to such materials.

IV. POLICY DISSEMINATION

The District shall inform all staff members of its copyright policy and procedures. Copies of the copyright Law, Public Law 94-553, shall be located in each building media center, available for anyone's perusal.