

## **P6400 COPYRIGHTS**

### **BOARD POLICY:**

**Learning Services is responsible for developing and implementing procedures with respect to observance of the copyright laws in Unified School District 259.**

Administrative Implemental Procedures:

1. All employees of USD 259 shall observe copyright laws and publisher license agreements.
2. Employees who use school district equipment are responsible for taking all reasonable precautions to prevent copying or the use of unauthorized copies on school district equipment.
3. Copyright license agreements for the district are to be arranged through the following designees:
  - a. Instructional computer software: Information Services and Technology.
  - b. Musical scores: Coordinator of Fine Arts, or designee.
  - c. Books and printed materials, non-printed materials, on-line resources, and all other audiovisual materials: Supervisor of Library Media and Textbook Services.
4. The principal is responsible for enforcing the district policy and terms of licensing agreements at the school site level.
5. Teachers and library media specialists have responsibility for educating pupils about the legal, ethical, and practical problems caused by illegal use of materials.
6. Illegal copies of copyrighted materials shall not be made or used on school district equipment or used in any instructional program.
7. Legal or insurance protection of the district shall not be extended to employees who violate copyright laws.

Administrative Responsibility: Learning Services

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