

Policy 719 Copyright

I. PURPOSE

The purpose of this policy is to ensure that the use of copyrighted materials at Northfield Public Schools aligns with legal and ethical standards.

II. GENERAL STATEMENT OF POLICY

Copyrighted materials, whether print or non print, may not be duplicated by district personnel without first receiving written permission from the copyright holder through proper procedures or complying with district guidelines.

III. PROCEDURES

The Board of Education therefore directs that unlawful copies of copyrighted materials may not be

1. Produced on district-owned equipment or any other equipment on district property.
2. Used with district-owned equipment or other equipment on district property.

Any district employee who willingly and knowingly violates the copyright policy shall be held personally liable for infringement and may be subject to disciplinary action. Copyrighted materials shall be treated as the property of the copyright holder, with all rights and limitations specified in the law.

Employees who use copyrighted materials that do not fall within the "fair-use" or "public display" guidelines within the copyright law must be able to substantiate that the materials meet one or more of the following criteria.

1. The materials were purchased from an authorized vendor by the employee or the district, and that a record of the purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the district or the employee.
3. The materials are being evaluated by the user to reach a decision about future purchase or licensing agreement. A valid agreement permitting such use must exist.

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Adopted: 12.08.2008; Reviewed: 07.01.2019, 02.22.2024

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Cross References: Ref: United States Code, Title XVII