

722 Copyright

It is the policy of the Northfield Public Schools to adhere to the provision of current copyright laws as they affect the district and its employees.

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.

The School Board therefore directs that:

1. Unlawful copies of copyrighted materials may not be produced on district-owned equipment or any other equipment on district property.
2. Unlawful copies of copyrighted materials may not be 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.

Policy 722 – Copyright
Adopted: 12.8.08

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Ref: United States Code, Title XVII
Guidelines for Use of Copyrighted Materials, ISD 659