

POLICY: EGAA  
Approved: March 31, 1986  
Reviewed: January 15, 1991  
Revised: October 1, 2001  
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## **COPYRIGHT POLICY**

The Board recognizes that Federal law makes it illegal to duplicate copyrighted materials without authorization of the copyright holder, except for certain exempt purposes. It is the intent of the School District of Hartford Jt. #1, its Board, staff and students to adhere to all provisions of Title XVII of the U.S. code, titled "Copyrights," and other relative Federal legislation and guidelines. This School District does not condone the illegal use or reproduction of copyrighted materials in any form. Employees who willfully disregard the Copyright Policy or the guidelines do so at their own risk and assume all liability.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to obey the requirements of the law. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties.

Building principals, together with District media specialists are responsible for providing all employees with training and information about copyright law, guidelines and fair use. Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the District Administrator or the building library media specialists, who will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

LEGAL REFERENCE: PL 94-553 – 1976 Federal Copyright Law