

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>771.1 – Use of Copyrighted Materials</b>
	<b>Support Services</b>

**771.1 – Use of Copyrighted Materials**

It is the expectation of the School Board that all copyright laws be observed in the District. It is also the intention of the Board to inform teachers and students of related copyright guidelines and to promote adherence to them.

Copyrighted materials or media may be used or copied only when such use or copying constitutes a “fair use” as defined by law, or with the prior written permission of the copyright holder. Four factors shall be considered in determining whether or not a particular use is fair under the federal copyright law:

- A. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- B. The nature of the copyrighted work.
- C. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
- D. The effect of the use upon the potential market for or value of the copyrighted work.

Specifically, the following general copyright requirements shall apply in the district:

- a. In no circumstances shall it be necessary for district personnel or students to violate copyright law.
- b. Appropriate notices and warning signs shall be placed on all copying equipment.
- c. The district shall provide all employees with training and information about copyright laws, guidelines, and fair use.
- d. The district shall staff with assistance in acquiring rights to copyrighted materials.
- e. The use of district equipment and materials for the purpose of violating copyright law shall be prohibited.
- f. No District employee or Board member shall direct the violation of the copyright law.

The District shall assume no liability for infringement of copyright by employees, students or any person using school equipment or materials in violation of this policy.

The Board requires that all copyright laws and related legal requirements be observed in the District. The Board shall inform staff members and students of related copyright guidelines and promote adherence to these.

In no circumstances shall it be necessary for district personnel or students to violate copyright law in order to perform job duties or complete academic work.

Notices of copyright restrictions shall be placed on and/or near those devices that could be used for copying materials or information including but not limited to, computers, scanners, video/digital image recorders, and copiers.

The use of district equipment and materials, or the use of personal equipment for school purposes, in any manner that violates copyright law shall be prohibited.

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1<sup>st</sup> Read: 05/19/2010  
2<sup>nd</sup> Read: 06/23/2010

1<sup>st</sup> Read for Review: 02/13/2013  
2<sup>nd</sup> Read for Review: 03/13/2013

**Legal Reference: U.S. Code Title 17 Copyright Law & Amendments and U.S. Code Millennium Act, 1998; Wisconsin Statutes 943.70; Federal Copyright Law [17 U.S.C.]; Technology Education and Copyright Harmonization Act (TEACH Act); Digital Millennium Copyright Act**

**Cross Reference: 771.1 Copyright Procedure; 771.1 Chart of Use/Duplication of Copyrighted Materials; 361.1 Selection of Instructional Materials; 361.2 Selection of Library Materials; 362.1 Interlibrary Loan; 363.2 Internet Safety and Acceptable Use of Technology; Student and Staff Handbooks; District Technology Plan.**