



Book	Policy Manual
Section	2000 Program
Title	COPYRIGHTED WORKS
Code	po2531
Status	Active
Adopted	May 18, 2015

2531 - **COPYRIGHTED WORKS**

The Board of Education directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the District Administrator to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted materials on the Board's web site.

Because the Board hosts a web site and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability risk relating to material/information residing, at the direction of a user, on its system or network, the Board directs the District Administrator to annually appoint an individual, generally the District's media specialist, as the agent to receive notification of claimed infringement. A link to the agent's name, mailing address, telephone number, fax number, and e-mail address shall appear on the home page of the Board's web site. Such contact information, along with the appropriate filing fee, shall also be provided to the Copyright Office of the Library of Congress.

The agent shall be responsible for investigating and responding to any complaints.

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Legal	17 U.S.C. 101 et seq.
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