

1 **2312 INSTRUCTION**

2 Copyright

3 The District recognizes that federal law makes it illegal to duplicate copyrighted materials without  
4 authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may  
5 be imposed for unauthorized copying or using of audio, visual or printed materials and computer software,  
6 unless the copying or using conforms to the “fair use” doctrine.

7 Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such  
8 purposes as criticism, comment, news reporting, teaching, scholarship or research.

9 While the District encourages its staff to enrich the learning programs by making proper use of  
10 supplementary materials, it is the responsibility of District staff to abide by the District’s copying  
11 procedures and obey the requirements of the law. Under no circumstances shall it be necessary for District  
12 staff to violate copyright requirements in order to perform their duties properly. The District cannot be  
13 responsible for any violations of the copyright law by its staff or students.

14 Any staff member who is uncertain as to whether reproducing or using copyrighted material complies  
15 with the District’s procedures or is permissible under the law should contact the Superintendent. The  
16 Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when  
17 such authorization is required.

18 Legal Reference:

19 17 USC 101 to 1010 Federal Copyright Law of 1976.

20 Policy History:

21 Adopted on: July 1, 2000

22 Revised on: