

1 **2312R INSTRUCTION**

2 District Copyright Compliance

3 It shall be the policy of the Great Falls School District Number One to comply with the 1976 copyright law,  
4 Public Law 94-553, Title 17, U.S. Code, Public Law 96-517, section 7(b) which amends Section 117 of Title  
5 17 and all guidelines and amendments or additions to the law.

6 Each school will use a district recommended publication as an information guide for both print and non-  
7 print media. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal  
8 activities:

9 **District Copyright Compliance**

- 10 1. Board policy prohibits use of duplication of copyrighted materials without written permission
- 11 from the owner except under provision of the fair-use doctrine.
- 12 2. School employees who violate the copyright law are liable for their own actions.
- 13 3. Illegal copies of copyrighted programs may not be made or used on school equipment.
- 14 4. The legal or insurance protection of the District will not be extended to employees who violate
- 15 the copyright law.
- 16 5. The principal of each school site is responsible for establishing practices which will enforce the
- 17 policy at the school level.

18 **District procedures for Off-Air TV Programs**

19 It is the policy of School District No. 1 to adhere to the provisions of the copyright law Public Law 94-553  
20 (1976) and the guidelines for off-air recording of television programs in 1981 as follows:

- 21 1. Apply only to non-profit educational institutions.
- 22 2. A broadcast may be recorded off-air simultaneously with broadcast transmission and retained for
- 23 a period not to exceed forty-five (45) consecutive calendar days.
- 24 3. Upon conclusion of the 45 day period all recordings must be erased or destroyed immediately.
- 25 4. Recording may be used once by individual teachers in the course of relevant teaching and
- 26 repeated only once when instructional reinforcement is necessary during the first ten (10)
- 27 consecutive school days in the forty-five (45) day calendar day retention period.
- 28 5. Off-air recording may be made only at the request of and used by individual teachers and may not
- 29 be regularly recorded in anticipation of request.
- 30 6. A limited number of copies may be reproduced from each recording to meet legitimate needs of
- 31 teachers under these guidelines. Each copy shall be subject to all provision governing the original
- 32 recordings.
- 33 7. All recordings must be clearly labeled with a statement indicating copyrighted material.
- 34 8. After the first ten (10) consecutive school days the recording must be returned to the recording
- 35 department (ex.: District Administration Library or building library) for evaluation purposes to the
- 36 end of the forty-five (45) calendar day retention period.
- 37 9. The District Administration Library will be responsible for writing for permission to keep a copy of
- 38 the recording if it is determined valuable in the teaching curriculum.

1 10. The copying or use of videotapes rented from home video tape rental stores or subscription  
2 programs transmitted via satellite or subscription television cable services is illegal. Such  
3 programs are licensed for private/home use only and may not be used in public schools.

4 11. Illegal copies of copyrighted programs may not be made or used on school equipment.

5 12. The legal or insurance protection of the District will not be extended to employees who violate  
6 the copyright law.

7 13. The principal of each school site is responsible for establishing practice, which will enforce the  
8 policy at the school level.

9 Policy History

10 Adopted on: July 1, 2000

11 Revised on: September 25, 2000