

Copyrighted Materials: General Use Guidelines

A. Responsibilities of the Principal

The principal is responsible for:

1. Establishing practices and informing personnel to insure compliance with copyright law.
2. Insuring that current guidelines for the use of copyrighted materials are available to all school personnel.
3. Establishing an organized system for documentation of copyright compliance.
4. Supervising facilities, multimedia, and equipment to insure compliance with the copyright law.

B. General Guidelines for All Personnel

1. District owned equipment may not be used to illegally duplicate or utilize copyrighted materials.
2. The use of illegally duplicated materials, however obtained, is prohibited in all schools and facilities.
3. Where copyright laws are ambiguous, school must contact publishers to obtain written permission for use or making copies.

C. Copyright Resources

A Google Classroom regarding copyright, fair use, and creative commons has been created for district use. This classroom contains video presentations, handouts, and links to useful sites to help to assist teachers and students to both understand and apply copyright law and fair use guidelines. In addition, the appropriate use of creative commons licensed materials is addressed. A code is required to join the class. This code can be obtained from teachers and media specialist at your school; or, the Media Services department can be contacted for the code.