

## Reproduction of All Copyrighted Materials

It is the intent of the Board to adhere to the provisions of the current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials fosters an attitude of disrespect for law which is in conflict with the educational goals of this school district.

The Board directs that district employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," and other relative federal or state legislation and guidelines related to the duplication, retention and use of copyrighted materials.

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide their supervisor, upon request, the justification, in accordance with current copyright laws and guidelines, for copies that have been made or used.

"Fair use" is a limitation and exception to the exclusive right granted by copyright law to the author of a creative work. Unless otherwise allowed as fair use under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form, including website links to copyrighted documents. Fair use is not a rigidly defined term. Fair use is based on the following standards:

1. The purpose and character of the use, including whether such use is of a commercial nature or for nonprofit educational purposes-uses in nonprofit educational institutions are more likely to be fair use than works used for commercial purposes, but not all educational uses are fair use.
2. The nature of the copyright work-reproducing a factual work is more likely to be fair use than a creative work such as a musical composition.
3. The amount of and the significance of the portion used in relation to the entire work-reproducing smaller portions of a work is more likely to be fair use than large or essential portions.
4. The impact of the use upon the potential market for, or value of, the copyrighted work-uses that have no or little market impact are more likely to be fair than those that interfere with potential markets.

If an individual questions the legality of duplicating materials or providing access through website links, he/she should seek permission from the copyright holders.

Unlawful copies of copyrighted materials may not be produced on district-owned equipment. Unlawful copies of copyrighted material may not be used with district-owned equipment, within district-owned facilities or at district-sponsored functions.

The legal and/or insurance protection of the district may not be extended to employees who willfully violate copyright laws. Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

A synopsis of pertinent copyright laws will be posted in each office, workroom, media center and computer laboratory throughout the district and in-service for all employees will be provided.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2006).