

Lane Education Service District Policy

Code: EGAAA
Adopted: 4/26/94
Readopted: 1/22/02
Orig. Code(s): EGAAA

Reproduction of All Copyrighted Materials

The Board recognizes that the unlawful copying of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of qualified educational materials, fosters an attitude of disrespect for law which is in conflict with the educational goals of Lane ESD and puts the ESD at risk of litigation.

The Board directs that ESD employees adhere to the provisions of Public Law 94-553 and subsequent federal legislation and guidelines related to the duplication and/or use of copyrighted materials, only permitting copying specifically allowed by copyright law, fair use guidelines, license agreements or proprietor's permission.

Appropriate notice will be posted on or near all equipment capable of making copies.

The Board further directs that:

1. Employees shall not make unlawful copies of copyrighted materials on ESD-owned equipment;
2. Employees shall not use unlawful copies of copyrighted materials with or on ESD-owned equipment, within ESD-owned facilities or at ESD-sponsored functions;
3. Employees shall not direct other employees under their supervision to make or use unlawful copies of copyrighted materials;
4. Employees who unlawfully copy and use copyrighted materials or direct others to do so are not acting within the course and scope of their employment and will be individually liable for any violation of state or federal laws;
5. Employees who willfully violate this policy will be disciplined.

The Board directs that all staff members be provided opportunities to become and remain knowledgeable about copyright law and guidelines as related to job responsibilities.

In order to implement this policy, the Board directs the superintendent to appoint a staff member or members to serve as copyright officers. It shall be the responsibility of the copyright officers to coordinate the development of administrative rules detailing what copying can and cannot be done by ESD employees, retention of appropriate copyright records, training opportunities and a collection of reference materials related to copyright.

END OF POLICY

Legal Reference(s):

[ORS 334.125 \(7\)](#)

Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2001).

Cross Reference(s):

GCQBA/GDQBA - Copyrights and Patents