

## Copyright Materials

It is the intent of the Medford School District to adhere to the provisions of the copyright laws of the Federal Copyright Act contained in Title 17 of the United States Code. Any copying or use of copyrighted material not specifically permitted or exempted by the Federal Copyright Act is prohibited.

Employees may use or reproduce purchased copyrighted materials only so long as such use or reproduction are consistent with copyright laws. Any use or reproduction of such copyrighted materials will either be done with the written permission of the copyright holder or within the bounds of "fair use" guidelines under the Federal Copyright Act. Employees who willfully disregard School Board Copyright Policy GCQBAC or copyright law shall be held personally liable for infringement and may be subject to disciplinary action.

With regard to use of computer programs acquired by a license agreement, employees in all instances will refer to the applicable license agreement which will determine appropriate use of the software.

The Medford School District further designates the Directors of Elementary and Secondary Education as its Copyright Officers. The Copyright Officers will develop and maintain written procedures detailing permissible and restricted activities on the part of employees with respect to copyright matters. The School District's Copyright Officers will also develop and maintain appropriate copyright files, records and logs relating to, among other things, the use of copyrighted material and licensing agreements.

The Superintendent will establish guidelines that further define and clarify fair use and other provisions under the Federal Copyright Act.

END OF POLICY

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### Legal Reference(s):

[ORS 332.745](#)

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2006).  
Patents, 35 U.S.C. §§ 1-376 (2006).