

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

PROGRAM
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COPYRIGHT MATERIALS

The Columbus School District encourages professional staff members to make judicious use in the curriculum of appropriate media, whether they are in printed, recorded or digital format. The District recognizes, however, that federal and state law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

It is the intent of the Columbus School District to adhere to the provisions of current copyright laws and guidelines. The District recognizes that unlawful copying and use of copyrighted materials, including digital resources, contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law, which is in conflict with the educational goals of the District. Therefore:

- Employees and students shall adhere to all federal laws and guidelines related to the duplication, retention, and use of copyrighted materials;
- Unlawful copies of copyrighted materials shall not be produced on District-owned equipment;
- Unlawful copies of copyrighted materials shall not be used with District-owned equipment, within District facilities, or at District-sponsored programs;
- Employees who make and/or use copies of copyrighted materials in their jobs shall be 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 for copies that have been made or used;
- Employees who use copyrighted materials which do not fall within fair use or public display guidelines must be able to substantiate that the materials meet one of the following tests:
 - the materials have been purchased from an authorized vendor by the individual employee or the District, and a record of the purchase exists; or,
 - the materials are copies covered by a licensing agreement between the copyright owner and the District or the individual employee.
- Employees who use copyrighted materials in a public performance must be able to substantiate that the performance is authorized by the copyright owner or covered by a licensing agreement between the copyright owner and the District or the individual employee.

1976 FEDERAL COPYRIGHT LAW - PL 940553
1998 Digital Millennium Copyright Act
TEACH Act of 2001
17 U.S.C. 101 et seq.

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