

# **POLICY EGAD**

## **Board of Education Las Cruces Public Schools**

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**Related Entries:** EGAD-R  
**Responsible Office:** Associate Superintendent for Instruction

### **COPYRIGHT COMPLIANCE**

#### **I. PURPOSE**

To insure school district staff and student compliance with federal copyright law, as reflected in Title 17 of the U.S. Code.

#### **II. POSITION**

All school district staff will comply with the Federal Copyright Law in the use of ~~computer software, videotapes, CDs, DVDs, music, published written material, intellectual property and any other copyrighted materials~~ [all copyrighted material](#). Willful violations of Federal Copyright Law by employees may result in employee discipline, up to and including termination or discharge. Willful violations of Federal Copyright Law by students may result in student discipline, up to and including suspension from school for a period of up to one academic school year. The use of copyrighted materials is permissible only to the extent that it falls under the exceptions provided through federal copyright law. All other use of copyrighted material is prohibited unless express written permission is obtained from the owner(s) of the copyright(s).

#### **III. PROCESS**

A. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy. Said regulation shall provide information about:

1. Employee liability for violations of federal copyright law;
2. Obtaining permission to copy and/or use copyrighted material(s), including printed materials, software, online digital material, visual media, televised material, material aired on radio, audio recordings and sheet music;
3. Prohibited uses of the copyrighted materials.

B. Guidelines for school administrators and librarians with regard to compliance with copyright law, including the training of staff about copyright compliance.

C. These forms shall be provided:

1. Notice of Copyright Restriction (to be posted on or near all school district copy machines);
2. Request for Permission to Copy copyrighted material;

3. Request for Permission for Off-Air Videotaping of copyrighted material;
4. Copyright Compliance Agreement.

**IV. REVIEW**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

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*Board of Education, President*

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*Date Approved*

*History:* Formerly Policy 475, revised 8.15.95, 04.07.10, [revised 8.22.19](#)

*Legal Reference:* Title 17, U.S. Code and the Digital Millennium Copyright Act.