

Reproduction of Copyrighted Materials

It is the intent of the Board to disseminate, enforce and abide by the provisions of current copyright laws as they affect the District and its employees. The superintendent or designee will create procedures to train employees on the law and monitor District compliance.

Copyrighted materials, both print or non-print, will not be duplicated, reproduced, distributed or displayed for District-sponsored activities or by using District equipment except in accordance with law.

Details about “fair use” and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all District staff to notify the superintendent or designee of any potential violation of law or policy. Once notified of a violation, the superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use District resources in violation of law may be prohibited from using District resources in the future and will assume liability for their actions. The District may also seek other legal remedies.

Copyright Infringement Using District Technology

All persons are prohibited from using District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with District technology. Further, no person will use the District’s technology to post, publicize or duplicate information in violation of copyright law. The Board directs the superintendent and/or designee to take all reasonable measures to prevent the use of District technology in violation of the law. All persons using District technology in violation of law may lose their user privileges in addition to other sanctions.

If a content owner reasonably believes that the District’s technology has been used to infringe upon a copyright, the owner may notify the following District designated agent immediately:

Superintendent of Special School District
12110 Clayton Road
Town & Country, MO. 63131
314-989-8100

The District will notify the U.S. Copyright Office of the designated agent's identity. Further, the District's website will include information on how to contact the District's designated agent and a copy of the District's copyright policy. Upon notification, the District's designated agent will take all actions necessary to remedy any violation. The District will provide the designated agent appropriate training and resources necessary to protect the District.

Adopted: March 14, 1995 [EGAAA]
February 27, 2001 [EGAAA]
October 22, 2002

Revised: October 28, 2008
March 11, 2014

Cross Refs: IIAC, Instructional Media Centers/School Libraries
JG, Student Discipline

Legal Refs.: 17 U.S.C. § 101 *et seq.*
Digital Millennium Copyright Act