

Copyright Law

The board of education shall adhere to the requirements of the Federal Copyright Law (PL 94-553). There shall be one individual at system level and one individual at each school responsible for ensuring that current copyright information is made available to all educational personnel and for obtaining copyright clearance for works used in the instructional setting. Willful infringement by any employee is prohibited and may result in disciplinary action.

The media specialist, with approval of the principal, will ensure completion of Internal Request for Authorization to Duplicate Copyright Materials forms. Copies of the completed forms shall be filed with the building media specialist and with the central office media coordinator prior to duplication of materials.