

**Copyright Policy
Board of Education
Wrightstown Community School District**

The Board of Education shall make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials in either single or multiple copies.

The Board recognizes, however, that the federal copyright law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. The Board, therefore, informs all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical, and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the system.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties.

To protect staff members and the Wrightstown Community School District against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain that the action is within the law. When an individual is not certain, he/she should contact their building principal in order to ascertain whether copying falls under "permitted use". If it does not, the building principal or the staff member may request permission to reproduce materials from copyright holders.

Requests to reproduce copyrighted materials on District equipment will not be honored unless the reproduction is legally permissible.

The principal at each school site is responsible for enforcing this policy and its implementing regulations at the school level.

Credits: Janesville School District
Tigerton School District

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