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Statement of.....

Policy and Responsibility

SUBJECT: COPYRIGHT MATERIALS

I. Board Policy

The Board is committed to compliance with federal and state copyright laws.

II. General statement regarding copyright

Copying must not substitute for purchasing materials.

III. Guidelines:
Television/Video Programs

1. Instructional Television programs, e.g. KUED, KULC, may be used in accordance with the rights stated in the ITV Schedule.
2. Other television and video programs, including commercial TV, cable/satellite, and video rentals carry individual restrictions.
3. As a general rule, home video may be used in a face-to-face teaching situation in a school. If however, the intent is to provide entertainment, copy-right permission must be obtained from the copyright holder. All others require permission from the copyright holder.
4. Off-the-air recordings made for instructional purposes in an individual classroom may be shown no more than twice, and within 10 days of the broadcast date. The second showing must be a review situation derived from the first showing. The video may then be used by teachers only for evaluation purposes. The video must be erased after 45 calendar days.

Computer Software

1. School equipment may not be used to illegally copy software.
2. Illegally copied software may not be used in schools.
3. Networked software must be purchased for that purpose.
4. Using scanners for copying graphics or pages of books falls under the same guidelines as though a copy machine were being used.

Printing/Graphics

1. Reproducing copyrighted materials such as workbooks, activity sheets, etc., is forbidden unless specifically granted in copyright disclosure.
2. Copyrighted comic strip or cartoon characters may not be reproduced, enlarged or altered for display.
3. Copying from printed publications such as a poem, or a chapter from a book, or periodical article, etc., is limited to a single copy for research or teacher preparation.
4. Teachers and students may not make multiple copies of copyright materials from a library or other reference including out-of-print texts.

Music

1. Sheet music may not be copied except when the music has been ordered but not received. Copies must be destroyed as soon as the purchased material is received.
2. Music recordings may not be copied from one medium to another, such as from CD to cassette.
3. Music used for background purposes in a presentation is permitted if the presentation is for instructional purposes only, and not for entertainment.
4. Music may not be recorded from a radio broadcast to a tape.