

POLICY

Rochester Community Schools
Rochester, Michigan 48307

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COPYRIGHT

Rochester Community Schools (the “District”) recognizes that the unlawful copying of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of educational goals of the District and puts the District at risk of litigation. It is, therefore, the intent of the District to adhere to the provisions of the United States Copyright Act (Title 17 of the United States Code) and corresponding congressional guidelines.

The District directs that District employees adhere to the provisions of the United States Copyright Law and subsequent federal legislation and guidelines related to the duplication and/or use of copyrighted materials. District employees are permitted to copy/use copyrighted materials only if the copying or use is specifically allowed by copyright law, fair use guidelines, license agreements or proprietor’s permission. This District does not condone the illegal use or reproduction of copyrighted materials in any form.

The District requires that:

- Employees shall not make unlawful copies of copyrighted material on District-owned equipment;
- Employees shall not use unlawful copies of copyrighted materials with or on District-owned equipment, within District-owned facilities, or at District-sponsored functions;
- Employees shall not direct others under their supervision to make or use unlawful copies of copyrighted materials; and
- Employees shall follow the Regulations entitled “Copyright and Fair Use.”

Employees who willfully disregard the District’s Copyright Policy and/or the accompanying Copyright and Fair Use Regulations, or direct others to do so, act at their own risk and are not acting within the course and scope of their employment and therefore assume all liability for their actions. In addition, such actions may result in the employee being disciplined by the District.

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In order to facilitate compliance with this policy, the superintendent/designee will serve as the contact person(s) for copyright-related issues. It shall be the responsibility of this/these person(s) to:

- Enforce this policy;
- Distribute this policy and the accompanying Fair Use Guidelines;
- Provide resources that employees are informed of copyright law and of fair use;
- Act as a resource regarding questions about copyright law;
- Retain appropriate copyright records such as permissions, agreements, licenses, and registrations;
- Place appropriate copyright warning notices on or near all equipment capable of making copies as required under Section 108 of the copyright law; and
- Engage in other related duties, as needed.

Adopted: June 4, 1984
Revised: November 10, 2003