

**INSTRUCTION**

**SUBJECT: Use of Copyrighted Materials**

All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

Print materials, audio and videocassettes and computer software are valuable means of providing support to the instructional program. However, the ease with which they may be duplicated makes it necessary to establish regulations for the "fair use" of copyrighted materials and assure District compliance with U.S. copyright laws.

The principal of each school site is responsible for establishing practices which will enforce this policy and regulation at the school level.

Legal Reference:

EDUCATION CODE

35182

UNITED STATES CODE, TITLE 17