

**CSD SCHOOL BOARD
POLICY NUMBER: 9.21**

Adopted: 6/3/03

Previously Revised: 9/1/09

Revised:

Reviewed: 12/4/18

USE OF COPYRIGHTED MATERIAL

1. It is the intent of the CSD 13 School Board to adhere to the Fair Use Guidelines of federal copyright law. This applies to all copying equipment, including photocopiers, audio and visual recorders and computers.
2. Consistent with the Fair Use Guidelines, reproduction of copyrighted materials is permitted for teaching, including the making and distribution of single copies by libraries and multiple copies for classroom use, based on the following criteria:
 - A. Use must be spontaneous and not at the suggestion of school administrators.
 - B. The nature of the copyrighted materials determines the appropriateness of copying: entire works such as musical compositions, dramas, and motion pictures which by their nature are intended for performance or public execution, and textbooks and other materials prepared primarily for school markets are not to be reproduced; consumable workbooks and test materials may be reproduced in a manner that is consistent with the other criteria.
 - C. Reproducing a portion of a larger work is permitted, as long as multiple copies are not made on a repetitive basis or for continued use.
 - D. Reproduction of materials may not supplant any part of the normal market for a copyrighted work.
3. Staff members and students shall be made aware of copyright law and guidelines will be posted on or near recording equipment. School personnel violating copyright law or this policy, whether or not intentionally, do so entirely at their own risk, without the approval or support of the School Board.