

University Schools			
Monitoring: Review: Annually, in November	Descriptor Term: Use of Copyrighted Materials	Descriptor Code: 4.404	Issued Date: June 2025
		Rescinds: 313	Issued:

To define the fair and reasonable use of copyrighted work for educational purposes without the permission of the copyright owner and reduce the risk of copyright infringement the following guidelines are in effect:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;¹
2. In the case of computer software, the ethical and practical problems caused by computer software piracy shall be taught in all computer courses;
3. The Executive Director of Academics shall establish specific procedures regarding the copying, distribution, and use of copyrighted materials for instructional purposes;¹ and
4. The director of each school shall establish practices which will enforce this policy at the school level.

Legal References

1. [17 USCA §§ 106, 107, 110](#)