

Downey Unified School District

INSTRUCTION

USE OF COPYRIGHTED MATERIALS

BP 3136.1

The Board of Education recognizes the importance of ensuring that the District complies with federal law regarding copyrights. District staff and students are expected to maintain the highest ethical standards in using copyrighted materials.

When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright laws, Board Policy, and Administrative Regulation. The District shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the principal for clarification and assistance. At no time shall it be necessary for a District employee to violate copyright laws in order to perform his/her duties.

The Superintendent or designee shall ensure that the District observes all publisher licensing agreements between vendors and the District, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single program, the District shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.