

## SUPPORT SERVICES

File: EGAA-R

### REPRODUCTION OF COPYRIGHTED MATERIALS

1. The reproduction and use of copyrighted materials, including computer software, electronic materials, video tapes, compact discs, laser discs, and other non-print materials, are controlled by federal law.
2. The Superintendent or designee is responsible for annually providing training to gain an understanding of the copyright laws among staff members and students.
3. Each staff member and student is responsible for complying with copyright law and with these regulations and any procedures developed by the Superintendent or designee.
4. For any questions about complying with the division procedures or if any particular copying of materials is permissible under law, the employee or student should contact the Coordinator of Technology Integration. The coordinator will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.
5. No staff member shall be expected to violate copyright laws in order to properly perform his or her duties.
6. At no time will it be necessary for a student to violate copyright laws in order to complete any assigned work.
7. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment.
8. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.
9. Each principal shall instruct the media specialist to post a notice regarding reproduction and use of copyright materials at each copier in the building.

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Legal References:	17 U.S.C §§ 101 et seq.;
Cross References:	JFC-R Standards of Student Conduct
	GAB/IIBEA Acceptable Computer System Use
	GCPD Professional Staff Members: Contract Status and Discipline
	GDPD Support Staff Members: Contract Status and Discipline