

COPYRIGHT POLICY

Copyright law and guidelines serve the purpose of protecting the rights of the copyright owner and promoting the public interest in sharing new ideas and information. Copyright protection is for the life of the copyright owner plus 70 years. This protection exists from the time the work is created in fixed form. A work need not be registered with the Copyright Office in order to be copyrighted. It should be assumed that all works created after 1978 are copyrighted and permission to use these works would be requested.

The De Soto Area School District adheres to the guidelines for non-profit education institutions as established by the U.S. Code, U.S. Copyright Law, and the U.S Copyright Act. The staff will be directed to comply with this Copyright Law of 1976 and all additional legislations regarding copyright since that date.

Specifically, the following general copyright requirements shall apply in the district:

- A. The district shall provide all staff with assistance in acquiring rights to copyrighted materials
- B. Appropriate notices and warning signs shall be placed on all copying equipment.
- C. The duplication of copyrighted materials without permission from the copyright holder, except under the provision of “fair use”, shall be prohibited.
- D. The use of district equipment for the purpose of violating copyright law shall be prohibited.
- E. Copying copyrighted materials to substitute for the purchase of materials shall be prohibited.
- F. The distribution and/or transmission of a reading or performance of copyrighted works without permission from the copyright holder except under the provisions of “fair use” shall be prohibited.
- G. No employee shall direct the violation of the copyright laws.
- H. Administrators shall be responsible for established practice which will ensure staff awareness of this policy.
- I. Staff members shall supply the “fair use” criteria in identifying material which may be used or reproduced consistent with the copyright law. Staff members are cautioned to test such decisions against all the criteria, being mindful that their status as district employees does not provide immunity for violation of that law.

Copyrighted works fall in the areas of print, dramatic works, audiovisual, video recordings, computer software, educational multimedia, web use, and music. The System Operator, building principals or district administrator are designated as the individuals who may sign license agreements for software in the school district.

LEGAL REF.: Section 943.70 Wisconsin Statutes  
Federal Copyright Law (17 U.S.C.)  
Technology Education and Copyright Harmonization Act (TEACH Act)  
CROSS REF.: 363.1 Computer Networks/Internet Safety and Acceptable Use

APPROVED: December 11, 2006

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