

## USE OF COPYRIGHTED INSTRUCTIONAL MATERIALS

It is the policy of the School District of New Berlin to require its staff to comply with federal copyright laws (17 U.S.C. 101 *et seq*) and to also comply with guidelines that have been established by Congress to assist educators in interpreting these laws specifically pertaining to classroom copying of print and non-print material, computer software, downloading documents and media from the Internet, educational uses of music, video, and off the air recording by non-profit educational institutions.

The purpose of this document is to advise our staff of the restrictions and exceptions that are applicable to the use of copyrighted instructional materials, and to make clear the district's policies relating thereto. In this regard, it is the policy of the School District of New Berlin that:

- A. The District shall provide the District staff with training, information and materials relating to the requirements of copyright laws.
- B. The use of District equipment or facilities for the purpose of violating the copyright laws shall be prohibited.
- C. The duplication of (or the public performance of) copyrighted materials without permission from the copyright holder, except where permitted as described in 6165 Administrative Rule, shall be prohibited.
- D. District employees should not assume that a work that is missing a copyright notice can be lawfully copied. U.S. law no longer requires the use of a copyright notice as a condition of copyright protection.
- E. Staff members shall apply the "fair use" criteria in identifying material which may be used or reproduced consistent with the copyright laws. Staff members are cautioned to consider such decisions against all applicable criteria, being mindful that their status as District employees does not provide immunity for a violation of the law.
- F. The District shall, where appropriate, provide staff with assistance in seeking permission from copyright owners to use copyrighted materials.
- G. Each building principal shall be responsible for developing and implementing practices which will insure compliance with these policies.

Adopted: 10/26/92

Revised: 8/29/11