# COPYRIGHT POLICY

It is the intent of the Board of Education of the Fremont Public Schools to adhere to the provisions of the US Copyright Law (Title 17, United States Code, Sect. 101 et seq.). The Board of Education directs the Superintendent to provide District employees with guidelines that clearly discourage violation of copyright law.

District employees are prohibited from copying any materials in violation of copyright law. Any materials having copyright protection that are copied, must be copied only if approved by (1) fair use guidelines, (2) licenses or contractual agreements, or (3) other written permission.

The Board of Education disapproves of unauthorized duplication. Employees who willfully disregard the Copyright Policy assume full responsibility for possible legal consequences.

A copyright manual shall be available in each building to inform employees of their rights and responsibilities under the Copyright Law.

Appropriate copyright notices will be placed on or near all equipment capable of duplicating copyrighted materials, i.e. photo copying machines, cassette tape duplicators, video cassette recorders, computer terminals/computer labs, etc.

**Adopted: July 24, 1989**