



6.40.040-AD **Reproduction of Materials**

Copyright laws place complex limits on reproduction of materials by teachers for class use. The district publication "A summary of Copyright Procedures for Educators" should be reviewed in detail. In general, the following rules apply:

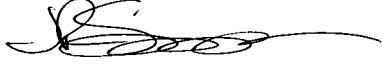
- (1) **Single Copies**. Generally, principals and teachers are advised that single copies of a page or portion of a published item may be reproduced if the source is properly identified without infringing upon the copyright law;
- (2) **Portions of Books**. Portions of printed materials cannot ordinarily be copied or reproduced in quantities for distribution to avoid the necessity for students and teachers to purchase the original work;
- (3) **Music and Plays**. Copyright laws on plays and music are stringent and no such material should ever be reproduced without written permission of the copyright owner;
- (4) **Video Recordings**. Use of video recordings, either prerecorded television or recorded non-broadcasted programs, are strictly regulated by copyright and licensing laws. Use of prerecorded television and rented or legally obtained non-broadcasted programs in classroom instruction is usually permissible; but unless license is acquired from the copyright owner, they cannot be used in any non-instructional or entertainment setting. Copying of prerecorded television programs and copying and retaining non-broadcasted video recordings without proper license agreements is illegal;
- (5) **Computer Software**. Copying computer software beyond the production of a single back-up copy and the authorized work copy/copies required to utilize the program at a single computer station is a violation of the licensing agreements and copyright law. The printed documentation and instructional material accompanying a program is likewise covered by the same laws protecting all printed materials;
- (6) **Required Signs for Copying Machines**. All unattended copy machines should carry the notice warning users of potential copyright infringement. These notices are required under Section 108 of the Copyright Law. Signs are available from the Office of Educational Media.

Policy Implemented: 6.40.010-P

History: Adpt. 6/71; Amd. 2/75; Amd. 3/78; Amd. 2/86; Amd. 9/01/02

For official use only

Approved:



Superintendent

9/01/02

Date