

## **USE OF COPYRIGHT MATERIALS**

**(BP & AR 6162.6)**

All provisions of copyright laws and licensing agreements will be followed by all employees and volunteers of the district. In addition, illegally duplicated materials and/or media may not be used in the district.

Supervisors of employees and/or volunteers shall be responsible for the following:

1. Taking steps to insure that all copyright laws and licensing agreements are followed
2. Monitoring usage of copyrighted and licensed materials and media at their sites.
3. Reviewing copyright and licensing guidelines annually with staff

Guidelines for use of materials and media will be provided to each site by the Educational Services Division. Material and media subject to copyright and/or licensing agreements include, but are not limited to: film and video, off-air taping, sheet and audio music, computer software, commercial tests and other printed material.

Licensing agreements for any media used at a site, such as that for computer will be kept on file at the site of use and are subject to audit.

An employee violating copyright laws and/or licensing agreements does so at his/her own risk.

Those employees and/or volunteers willfully in violation of copyright laws and/or licensing agreements assume legal and financial responsibility and liability for such violations. The school district assumes no liability for copyright or licensing infringement by employees or volunteers.

All school district employees and volunteers will follow guidelines and procedures in the district-adopted, copyrighted policy and guidelines for California school districts.