

## **COPYRIGHT COMPLIANCE**

It is the intent of the School Board that all employees and students of the Saco School Department adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and the school unit's copyright policy and administrative procedure(s) do so at their own risk. The school unit will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may develop additional administrative procedures and/or delegate specific responsibilities to building principals and others as he/she deems appropriate. **[OPTIONAL LANGUAGE: The Superintendent shall appoint a copyright officer to advise employees regarding the implementation of the policy/procedure(s).]**

At a minimum, the following steps shall be taken in an effort to discourage violation of the copyright law in the school unit.

- A. Employees shall be informed of this policy/administrative procedure.
- B. Notices shall be posted in reasonable proximity of equipment that may be used for copying materials.
- C. Teachers and library media specialists shall be responsible for informing students about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

Legal Reference: Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. § 101 et seq.

Cross Reference: EGAD-R – Copyright Compliance Administrative Procedure  
**[Optional: Board Internet Policies]**

Adopted: January 13, 1986

Revised: \_\_\_\_\_

SACO SCHOOL DEPARTMENT