

## REPRODUCTION OF COPYRIGHTED MATERIALS (Usage Guidelines)

The superintendent or designee is responsible for the establishment of practices that will ensure compliance with the provisions of the U.S. copyright law as they affect the district and its employees.

### General Responsibilities

1. The building principal or designee will be responsible for disseminating and interpreting copyright regulations at the building level. He or she will provide employee training as needed, distribute and review district policy and administrative procedures with employees, control the approval process and maintain written records regarding permission, responses to requests and license agreements as may be necessary.
2. The building principal or designee will ensure that budget recommendations include appropriate funds for the purchase of the appropriate number of materials or licenses for needed software.
3. The building principal or designee will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the copyright law. Warning notices must be posted:
  - < On or near copiers.
  - < On forms used to request copying services.
  - < On video recorders.
  - < On computers.
  - < At the library and other places where interlibrary loan orders for copies of materials are accepted.
4. The building principal or designee will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.
5. The building principal or designee will annually inspect any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law.
6. The district technology coordinator will maintain all computer software license agreements.

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Critical

In the absence of clearly granted rights, employees must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.

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*Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.*

Implemented:

Revised: July 28, 2016

East Carter R-II School District, Ellsinore, Missouri