

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4221

COPYRIGHT COMPLIANCE POLICY

The Milford School District will comply with the U.S. Copyright Law (Title 17, U.S. Code, Section 101). Employees are prohibited from copying all copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the fair use guidelines, or (c) licenses or written permission from the copyright owner. Employees who disregard this copyright policy assume all liability including possible disciplinary action by the school district.

When employees are uncertain about particular copyright circumstances, they should refer to relevant publications on file in each school library.

All original computer software licenses will be kept on file by the Technology Specialist of the Milford School District. A copy of these documents should also be filed in each school office.

Software usage shall be restricted to licenses purchased by the Milford School District, or where original ownership has been passed on to the Milford School District.

All other original copies of licenses and written permission for usage shall be kept on file in the office of the Assistant Superintendent of Finance of the Milford School District. A copy of these legal documents should be filed in each school office.

This policy refers to all other printed material, source codes, computer programs, computer software, video, film, audio recordings, performances for money, visual images, data bases and items covered by copyright law.

Complaints or related issues not specifically covered by this policy should be reported to the Superintendent or his/her designee.

ADOPTED: 4/27/95

AMENDED: 3/23/98; 4/18/11