

2110. District #2534 Copyright Policy (Adopted 8/26/02)

It is the intent of the Public School District #2534 to adhere to the provisions of state and federal copyright laws. The following procedures represent a sincere effort to comply with the law:

1. The ethical and practical problems caused by illegal copying should be included in the District's computer literacy curriculum.
2. Only legal copies of copyrighted materials may be made or used on school equipment (see Exhibit A -- #1, 2, 3, and 4).
3. School District #2534 does not give permission for any illegal copying of any District-owned copyrighted materials.
4. It shall be the policy of District #2534 to negotiate for specific copyright release where applicable. If releases are not obtained, alternative products will be considered before purchasing from a non-cooperating vendor (see Exhibit B).
5. School District #2534 is responsible for distributing to all school employees a written copy of this policy. The principal of each building is responsible for establishing practices which support this policy at the building level.
6. Employees who violate copyright laws do so at their own risk and assume all liability.

EXHIBIT A

Legal copies are those that follow copyright laws pertaining to specific materials. Guidelines for legal copying follows:

A#1 - GUIDELINES FOR COMPUTER COURSEWARE

To be legal copies, courseware must meet any or all of the following criteria:

1. It is in the public domain.
2. It is covered by a licensing agreement with the courseware author(s), vendor, or developer.
3. It is a backup copy made as an essential step in the utilization of the program in conjunction with a machine and it is used in no other manner.
4. It is a copy made for archival purposes only and it is to be destroyed in the event that possession of the original should cease to be legal.
5. It has been donated to School District #2534 and, to our knowledge, is a bona fide contribution of a legal program.
6. It has been purchased by District #2534.
7. It has been purchased by the user.
8. It is a legal program being reviewed or demonstrated by the users in order to reach a decision about possible future purchase or request for contribution of licensing.
9. It has been written or developed by _____ (name) for the specific purpose of being used on District #2534 computers.
10. It has been written or developed by _____ (name) who has consented to its use in District #2534.

EXHIBIT B

A cooperative agreement between School District #2534 and the vendor or copyright holder should include any or all of the following considerations:

1. Preview policy or return privilege.
2. Networking considerations.
3. Multiple copy use in lab or classroom.
4. Replacement of damaged materials.
5. District #2534 inter-building use.
6. Discount prices on multiple copy purchase.
7. Loading same copy into a number of computers for simultaneous use.