

SECTION 715    COPYRIGHTED MATERIALS

The Portage Community School District Shall observe all copyright laws. Copyrighted materials shall not be duplicated by District employees, or on District equipment, in violation of the exclusive rights of the holders of the copyright on such materials.

Copyrighted materials may be duplicated only with the prior written permission of the copyright holder, or when the duplication constitutes a "fair use" of the material as defined by law. The District shall assume no liability for infringement of copyright by individual employees.

Specific procedures shall be developed to assist school staff in duplicating copyrighted materials. Such procedures shall be distributed widely throughout the District and shall be strictly observed and adhered to by everyone involved in duplicating materials for school use.

The District will not be responsible for damages or awards for copyright infringement by employees of the district or by non-employees who may have used District equipment in violation of this policy or its regulations.

LEGAL REF: PL 94-553, Federal Copyright Law  
                  Title 17 Public Law 98-620 (1984)

CROSS REF:           Copyright Regulations for Policy 715

1<sup>st</sup> Reading – Dec. 10, 1990  
2<sup>nd</sup> Reading – Jan. 14, 1991  
Approved – Jan. 14, 1991