

Copyright

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplication or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. **The purpose and character of the use.** The use must be for such purposes outlined above, such as teaching or scholarship.
- B. **The nature of the copyrighted work.** Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. **The amount and substantiality of the portion used.** Copying the whole of a work cannot be considered fair use; copying a small portion may be, if these guidelines are followed.
- D. **The effect of the use upon the potential market for or value of the copyrighted work.** If resulting economic loss to the copyright holder can be shown, even making single copy of certain materials may be an infringement, and making multiples copies presents the danger of certain penalties.

Unless licensed or permitted by written agreement, the following are examples of **illegal use** of copyrighted material:

1. loading software programs onto more than one hard drive
2. duplicating workbooks, textbooks or test booklets
3. copying materials to avoid purchase
4. use of "home use" media outside a teaching situation
5. use of "home use" media included in a teacher's lesson plan if it is not tied specifically to the Clover Park School District curriculum and does not include teacher in the classroom direction of instruction.

The district is responsible for staff and students' adherence to copyright regulations, including the proper use of software, audio and video products.

The violation of copyright laws and district regulations may constitute sufficient cause for reprimand or dismissal.

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