

## **The Village Charter School No. 473**

### **INSTRUCTION**

**2150**

#### Copyright

The Village Charter School recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

While The Village Charter School encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of School staff to abide by The Village Charter School’s copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for Charter School staff to violate copyright requirements in order to perform their duties properly. The School cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with The Village Charter School procedures or is permissible under the law should contact the School Administrator. The School Administrator will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required. The School Administrator or designee is responsible for maintaining copies of permission granted for the use of copyrighted material.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential to be considered an infringement.

No information or graphics may be posted on any school system official website in violation of any copyright laws. The School Administrator or web maintenance designee is responsible for maintaining copies of permission granted for the use of copyrighted material on any school system official website.

Cross Reference:       8700                               Computer Software

Legal Reference:       17 U.S.C. § 101, *et seq.*   Title 17, United States Code: Copyrights

#### Policy History:

Adopted on: April 16, 2020

Revised on:  
Reviewed on: