**CODE G2R**

CODE G2R - SAMPLE PROCEDURES FOR IMPLEMENTING COPYRIGHT POLICY

Each staff member is required to:

* 1. Apply the established Board-approved fair use guidelines (G2R - P2 to G2R - P6 ) to the use of copyrighted materials, whether in the classroom or in their own research or inrelation to their duties as an employee of the School District.
	2. Instruct students, and where appropriate, subordinate staff members on the existence and application of the guidelines.
	3. (Request permission from the District's copyright coordinator if a particular use exceeds the guidelines. Such permission shall be in writing and shall an the copyright coordinator no less than 14 days to reply to the request.)
	4. Request permission of the copyright owner, using the standard permission form, when the use exceeds the guidelines (or when directed to do so by the District's copyright coordinator).
	5. Place a standard notice of copyright on all student-owned materials published or distributed by the school. Such notice shall include the copyright symbol (or the word copyright), the year of creation, the student's first name, and first initial of the student's last name - e.g. © 2001 Sam S.
	6. At the direction of the Principal, place a standard notice of copyright on all District owned materials including, but not limited to curriculum guides, computer programs and websites.

Each student is required to:

1. Follow the Board-approved copyright fair use guidelines.
2. (Request permission from the District's copyright coordinator if a particular use exceeds the guidelines. Such permission shall be in writing and shall the copyright coordinator no less than 20 days to reply to the request.)
3. Request permission of the copyright owner, using the standard permission form, when the use exceeds the guidelines [or when directed to do so by the District's copyright coordinator].