

### **COPYRIGHT COMPLIANCE**

It is the intent of the School Board that all employees and students of RSU 56 adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and the school unit's copyright policy and administrative procedure(s) do so at their own risk. The school unit will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may develop additional administrative procedures and/or delegate specific responsibilities to building principals and others as he/she deems appropriate.

At a minimum, the following steps shall be taken in an effort to discourage violation of the copyright law in the school unit.

- A. Employees shall be provided with copies of this policy/administrative procedure.
- B. Notices shall be posted in reasonable proximity of equipment that may be used for copying materials.
- C. Building Principals or designee will be responsible for informing students and all employees about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

Cross Reference: EGAD-R - Copyright Compliance Administrative Procedure  
GCSA - Employee Computer and Internet Use  
IJND - Student Computer and Internet Use

Adopted: July 11, 2017