

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

771.1

USE OF COPYRIGHTED MATERIALS

Today's new technologies have made learning and information gathering more readily available than ever before and have made it easier to use and copy materials and media. It is the intention of the School Board that all copyright laws be observed in the District. It is also the intention of the Board to inform district employees and students of related copyright guidelines and to promote adherence to these guidelines.

Copyrighted materials or media may be used or copied only with the prior written permission of the copyright holder, or when the use or copying constitutes a "fair use" as defined by law. Four factors shall be considered in determining whether or not a particular use is fair under the federal copyright law:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Educators and students have access to print, images, Websites, moving-image media, and sound media in both analog and digital forms. In all cases, a digital copy is the same as a hard copy in terms of "fair use."

Also, today's technology allows for the creation of multi-media presentations by educators and students. It is the responsibility of course instructors to be familiar with copyright laws and to instruct students in responsible use of images, audio and print materials.

The District shall assume no liability for infringement of copyright by individual employees and others using school materials, media or equipment in violation of this policy. Violations by district employees and students may result in disciplinary action. Violations by any individual may result in criminal penalties.

Notices of copyright restrictions shall be placed on and/or near those devices that could be used for copying materials or information (e.g., computers, photocopiers). Notices shall also be posted on the media center's website, along with links to other resources regarding use of copyrighted materials and media.

LEGAL REF.: Section 943.70 Wisconsin Statutes
Federal Copyright Law [17 U.S.C.]
Technology Education and Copyright Harmonization Act (TEACH Act)
Digital Millennium Copyright Act

CROSS REF.: 361.1, Instructional Materials Selection and Evaluation
362.1, Interlibrary Loan
363.2, Student Technology Use
522.7, Staff Technology Use
District Technology Plan

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