

Policy 6162: Copyright Policy

It is the intent of Cozad Community Schools to adhere to the provisions of the U.S. Copyright Law (Title 17). All parties, including administrators, teachers, other staff members, and students are prohibited from copying or transmitting materials not specifically allowed by the fair use copyright law, licenses, contractual agreements or permission. The Cozad Community Schools disapproves of unauthorized duplication in any form. Anyone who willfully disregards the copyright policy is in violation and assumes all responsibility. Information will be provided to assist employees so that they can perform their duties within the intent of the law.

Administrative Guidelines for Policy 6162:

Following are examples of what does, or does not, constitute "fair use:"

1. Fair use applies only to reproduction for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.
2. The fact that copying is for nonprofit use has no bearing on the question of fair use;
3. Copying portions of a news article may be fair use, but copying from a workbook designed for a course of study is not;
4. Photocopying or duplicating by an individual for personal use, as long as it is a single copy of an article, short poem, or small portion of the work as a whole, is generally considered fair use;
5. Fair use allows teachers, acting of their own, to copy small portions of a work for the classroom, but does not allow an institution to do so;
6. Systematic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiples, is not considered fair use; and
7. If resulting economic loss to the copyright owner can be shown, even making a single copy of certain materials may be a violation.

The following notice shall be placed on or near all equipment capable of duplicating or transmitting copyrighted materials.

"The copyright laws of the United States govern the duplication, retention, transmittal and use of copyrighted material. Anyone using this equipment is responsible for compliance with the law. Person who secures permission, license, or other contractual agreements shall maintain adequate records regarding the use of copyrighted materials."

Adopted 12/8/98

Reviewed 6.14.2010