

SURING SCHOOL DISTRICT

Copyright Policy

Copyright

Copyright is the federal law that protects the work of authors, composers, artists, and others from being used without permission.

Copyright Terms and Conditions

The Suring Public School District recognizes the importance of using copyrighted material in enhancing curriculum. The District supports the use of copyrighted material by staff to enhance the curriculum and support instruction as long as the use follows the guidelines listed below:

1. The use of the material follows the copyright law.
2. Staff members follow Fair Use guidelines.
3. Staff members acquire licenses or other written permission to use the material.

Employees who violate the copyright law do so at their own risk and assume all liability for their actions. They shall also be subject to disciplinary action for willful infringement of the copyright law or for using District equipment for duplication that is prohibited.

Computer Software

The District has made a computer network available to students and staff, this includes the internet. This was done in an effort to support the District's mission and goals. The District believes that the use of computer technology can enhance and improve classroom learning. The District acknowledges that computer software piracy is a major problem for the software industry and that violations of the copyright laws contribute to higher costs and increases in District liability. It is the District's intent to adhere to all copyright laws as specified by the software publishers and distributors.

All persons accessing information via the District network or using computer software provided by the District, shall comply with all license or purchase terms regulating the use of software purchased or acquired by the District.

Prohibitions include, but are not limited to:

- Violations of federal, state, or local regulation
- Reception and/or transmission of threatening or obscene material or material protected by trade secrets

All users shall comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works.

The District adopts the following rules to discourage violation of copyright laws and to prevent such illegal activities:

1. No software shall be installed on a District computer or file server without the proper license or permission.
2. Only software purchased and/or owned by the District shall be installed on District computers.
3. The District technology coordinator is the designated individual who shall sign software license agreements for the District.
4. District employees shall be expected to adhere to all laws regarding software copyright. Staff members shall report infractions or abuses of software copyright to the District technology coordinator.
5. Staff wishing to purchase software for District use or have software installed on District computers must obtain authorization from their principal and the District technology coordinator prior to ordering the software.
6. Software shall be installed on local hard drives or file servers by the District technology coordinator.
7. Regulations, restrictions, and licensing as required by the publisher, governing the use of shareware, freeware, preview software and software updates, must be followed whether such material is supplied via diskette, compact disk, or electronically.