



Washington

Washington



Guest

Policies

[Home](#) [Policies Listing](#) [Administrative Procedure - EGAAA-AP\(1\)](#)

Administrative Procedure REPRODUCTION OF COPYRIGHTED MATERIALS - (Usage Guidelines)

Descriptor Code: EGAAA-AP(1)

Select Language ▼



PRINT



The superintendent or designee is responsible for the establishment of practices that will ensure compliance with the provisions of the U.S. **copyright** law as they affect the district and its employees.

General Responsibilities

1. The building principal or designee will be responsible for disseminating and interpreting **copyright** regulations at the building level. He or she will provide employee training as needed, distribute and review district policy and administrative procedures with employees, control the approval process and maintain written records regarding permission, responses to requests and license agreements as may be necessary.
2. The building principal or designee will ensure that budget recommendations include appropriate funds for the purchase of the appropriate number of materials or licenses for needed software.
3. The building principal or designee will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the **copyright** law. Warning notices must be posted:
 - ▶ On or near copiers.
 - ▶ On forms used to request copying services.
 - ▶ On video recorders.
 - ▶ On computers.

- At the library and other places where interlibrary loan orders for copies of materials are accepted.
- 4. The building principal or designee will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.
- 5. The building principal or designee will annually inspect any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the **copyright** law.
- 6. The district technology coordinator will maintain all computer software license agreements.

In the absence of clearly granted rights, employees must contact the **copyright** holder in writing for permission to manipulate or use these technologies in alternative ways.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Washington

Date Issued: 2/12/2003

2000, Missouri School Boards' Association, Registered in U.S. Copyright Office.
For Office Use Only: [0]

[Copyright © 2017 eBOARDsolutions Inc. - All rights reserved.](#) | [Privacy Notice](#)

Version: 7.0.0.24

