

Instruction

USE OF COPYRIGHTED MATERIALS

It is the intent of the Governing Board of the Chula Vista Elementary School District to adhere to the provisions of all copyright laws and to maintain the highest ethical standards in the use of copyrighted materials. Willful infringement of copyright laws by district employees is prohibited. The district shall provide no legal support to any employee who violates the copyright law. Infringement of the law by staff may result in disciplinary action.

Copyrighted materials, whether they be print or nonprint, may not be duplicated without first receiving written permission from the copyright holder.

Employees who willfully violate the district's copyright position do so at their own risk and may be required to reimburse the district in the event of a loss due to litigation.

The Superintendent or his/her designee will provide employees with guidelines that ensure compliance with all applicable copyright laws.

At the beginning of each school year, guidelines related to copying or duplicating of copyrighted materials will be distributed to all district staff.

All requests for permission to copy or duplicate copyrighted materials will be approved by the site administrator.

Legal Reference:

EDUCATION CODE
35182 Computer Software
UNITED STATES CODE, TITLE 17