

## **Section 4000 – Business Management**

### 4250 Printing and Duplicating Service- Copyright

4250

The Board shall make duplicating equipment available for administrative and instructional use to the extent that is economically feasible and practical according to the needs of the District.

The extent of production of instructional materials by clerical staff shall be determined by the building Principal, who shall develop guidelines for requesting such services.

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use,” as set forth in 4250-R.

#### Employee Produced Material

The Board has certain proprietary right to publications, devices, and instructional materials produced by District employees during their regular and normal workdays while in the employment of the District. All items prepared by District employees on District time, including data processing programs, shall become the property of the District. The Board may elect to copyright or patent such materials, devices or programs in the name of the District. All earnings or profits from such original materials, devices, or programs shall become assets of the District.

The Superintendent shall inform staff, through regulations, of the guidelines for use of copyright materials.

#### Copyright Compliance and Computer Software Copyright

The Board shall adhere to the provisions of the U.S. copyright laws regarding the duplication of computer software programs. The Superintendent shall develop appropriate procedures for staff to follow in this area.

Approved: June 29, 2009

LEGAL REF: 17 USCA §101, et seq. (Copyright Act of 1976)