

Business/Non-Instructional Operations

Printing and Duplicating Copyrighted Material

Photocopying, Computer Software Duplication, and Videotaping for Education Purposes

The Board of Education recognizes that it is illegal for anyone to duplicate copyrighted printed, audio or visual materials, and computer software unless copying falls within the bounds of fair use. Any duplication of copyrighted materials by District employees, therefore, must be done with permission of the copyright holder or within the bounds of “fair use” as described below. Appropriate administrative regulations shall provide guidelines for employee compliance with this policy.

1. Copyright Law

The Board of Education shall abide by all copyright laws of the U.S. Constitution Article I Section 3 and any related laws.

2. Fair Use Doctrine

In describing the purpose of “fair use,” Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder’s permission provided that four criteria are used to consider when determining if the classroom use is “fair.” These four criteria are:

- a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b. The nature of the copyrighted work;
- c. The amount and substantiality of the portion used in relation to the copyrighted works as a whole; and
- d. The effect of the use upon the potential market for or value of the copyrighted work (17USC107).

The exclusive rights and fair use doctrine are the same for computer software, and copyrighted television programs as is for other copyrighted works.

(cf. 6162.6 - Use of Copying Devices)

Policy adopted: April 28, 2010

POMFRET PUBLIC SCHOOLS
Pomfret, Connecticut

Business/Non-Instructional Operations

Mail and Delivery

A mail service system shall be maintained within the school system in order that communications from inside and outside sources may be delivered to the intended recipient in the most practicable way.

The use of District mail facilities and personnel shall be restricted mainly to the distribution of materials and communications that further the educational purposes of the District. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

The Board of Education directs the Superintendent to establish procedures for the safe handling of all mail received by the District.

Political materials shall not be distributed through the school system mailboxes or school mail system unless received through the United States mail.

(cf. 1140 – Distribution of Materials by Students (Use of Students)

(cf. 1311.1 – Political Activities of School Employees)

(cf. 1311.2 – Political Activities in the Schools/On School Property)