

Code: EGAD
Adopted: 7/15/02

Hermon School Committee

Copyright Compliance

It is the intent of the Hermon School Committee that all employees and students of the Hermon School Department adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and the School Department's copyright policy and administrative procedure do so at their own risk. The School Department will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The superintendent is responsible for implementing this policy and the accompanying administrative procedure. The superintendent may develop additional administrative procedures and/or delegate specific responsibilities to building principals and others as he/she deems appropriate.

At a minimum, the following steps shall be taken in an effort to prevent violation of the copyright law in the School Department:

- A. Employees shall be informed of this policy/administrative procedure.
- B. Notices shall be posted in reasonable proximity of equipment that may be used for copying materials.
- C. Teachers and library medial specialists shall be responsible for informing students about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

Legal Reference: Public Law 94-553, The Copyright Act of 1976,
17 USC § 101 et seq.