

## **Millard Public Schools Policies and Rules Related to Copyright**

**Policy 6265 – Copyright Compliance**

**Rule 4156.1 – Copyright Compliance – Accountability for Compliance**

**Rule 7100.1 – Use of District Computers, Software, and Data Files: Compliance with Applicable Law**

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**Curriculum, Instruction, and Assessment  
Copyright Compliance**

**6265**

Teacher materials (print and non-print) which are used with students in conjunction with the instruction of students must be aligned with the District's written curriculum and legally acquired.

Copyrighted print, audio, video, software and other media may be reproduced only when the use by reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder.

Legal Reference: The Copyright Act

Related Policies & Rules: 4156.1, 4157, 4157.1, 5800, 5800.1, 6810.1

Policy Adopted: July 15, 2002

Millard Public Schools  
Omaha, NE

## **Human Resources**

### **Copyright Compliance - Accountability for Compliance**

**4156.1**

District personnel will comply with District's copyright policies, rules, procedures, and have the following responsibilities regarding compliance with the requirements of the Copyright Act:

#### **I. Educational Services**

- A. Comply with District copyright policies, rules, and procedures in the development and implementation of the curriculum.

#### **II. Office of Information Services/Media Department**

- A. Support the implementation of and compliance with District copyright policies, rules, and procedures.
- B. Archive all written copyright permissions for the District.

#### **III. Building Administration**

- A. Know and understand the District's copyright policies, rules, and procedures.
- B. Ensure compliance with the District's copyright policies, rules, and procedures.

#### **IV. Teaching Staff**

- A. Know and understand copyright policies, rules, and procedures.
- B. Abide by copyright policies, rules, and procedures.

#### **V. Information Specialists**

- A. Know and understand the District's copyright policies, rules, and procedures.
- B. Provide accurate and timely information on the District's copyright policies, rules, and procedures.

#### **VI. Secretaries and Paraprofessionals**

- A. Monitor and seek clarification regarding copyright matters.
- B. Comply with the District's copyright policies, rules, and procedures.

Legal Reference: The Copyright Act.

Related Policies & Rules: 4157, 4157.1, 5800, 5800.1, 6265, 6810.1

Rule approved: July 15, 2002

Millard Public Schools  
Omaha, NE

**Category:** Technology  
**Policy:** Use of District Computers, Software and Data Files  
**Rule:** Compliance with Applicable Law

**7100.1**

The District will comply with license agreements and/or policy statements contained in software packages used by the District. Questions about compliance with license agreements or use of a software package will be resolved through direct negotiation and mutual agreement with the software publisher, copyright holder, and/or licensor. In an effort to prevent violation of copyright laws and illegal software use, the following rules will apply:

- I. The legal and ethical implications of software use will be taught to personnel and students at all levels where there is software use.
- II. The building principal, principal's designee, or appropriate supervisor will be responsible for informing district personnel of the District Computer and Software Policy and Rules.
- III. When permission is obtained from a copyright holder to use software on a disk-sharing system, reasonable efforts will be made to prevent unauthorized copying.
- IV. Under no circumstances will illegal copies of copyrighted software be made or used on district equipment.
- V. The Assistant Superintendent of Technology or designee is authorized to sign software license agreements for district schools. The District and each school using licensed software shall keep a file containing a signed copy of software agreements for that school.
- VI. The school principal or principal's designee will be responsible for establishing practices which will enforce the District Computer and Software Policy and Rule.
- VII. The following uses of district computers and telecommunications devices will be strictly prohibited:
  - A. **Offensive Messages.** The use, display or transmission of (i) sexually explicit images, messages, cartoons; (ii) ethnic slurs or racial epithets; or (iii) acts of terrorism, assault, or threats.
  - B. **Personal, Commercial, and/or Religious Messages.** Use for the purpose of solicitation or proselytization for commercial, religious, political, personal or any other non-job-related activity.
  - C. **Inappropriate Use of E-Mail and/or Internet.** The use of the District's network, internet, e-mail system and telecommunications systems, shall remain under the control of the District and may only be used for district business subject to applicable law, policy and rule. This includes, but is not limited to, the downloading of any inappropriate materials, games, or other files not required for staff to fulfill their job duties. Sexual harassment delivered by e-mail is covered by the same policy and rule which covers verbal or physical harassment.

Violation of this rule may result in disciplinary action. The District reserves all rights it has under the fair use doctrine of the Copyright Act. April 2, 2007: Renumbered from 4157.1

**Related Policies and Rules:** 7100, 7500, 7100.2, 7100.3, 7500.1

**Legal Reference:** The Copyright Act

**Date of Adoption:** May 17, 1993

**Date of Revision:** Dec. 20, 1999; April 2, 2007

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Omaha, NE