

## **USE OF COPYRIGHTED MATERIALS**

Staff who fail to adhere to this policy assume all liability and, if found in violation, shall receive appropriate disciplinary action up to, and including, termination. APS staff are prohibited from duplicating copyrighted work unless permitted by

- specific exemptions in the copyright law
- licenses or written permission from the copyright owner
- the principle of Fair Use

Fair Use allows for the reproduction of materials for the purposes of criticism, comment, teaching (including multiple copies for classroom use), scholarship, or research as long as these factors are considered:

- the purpose and character of the use, including whether such use is of commercial nature or is for non-profit educational purposes
- the nature of the copyrighted work
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole
- the effect of the use upon the potential market for or value of the copyrighted work

APS staff are prohibited from performing copyrighted works unless the performance is authorized by

- performance licenses
- purchase order authorization
- written permission from the copyright owner or the owner's agent
- classroom exemption for public performance or display

Classroom exemption allows for the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or similar space devoted to instruction, unless, in the case of audiovisual materials, illegal copies are used.

This policy shall be clearly posted and widely disseminated.

## **PROCEDURES AND GUIDELINES**

The instructional supervisors will provide information to teachers with examples on a periodic basis. Questions and issues concerning copyright should be referred first to the following staff:

### **Area**

### **Staff Contact**

Arts Education Non-Video Materials  
Language Arts Non-Video Materials  
Library Materials (Print and Online Resources)  
Mathematics Instructional Materials

Arts Education Supervisor  
Language Arts Supervisor  
Supervisor, Library & Information Services  
Mathematics Supervisor

**ARLINGTON PUBLIC SCHOOLS**  
**Policy Implementation Procedures**  
**20-2.310 Use of Copyrighted Materials**

---

Science Instructional Materials  
Social Studies Instructional Materials  
Software and Instructional Media  
Television & Distance Learning Materials  
Testing Materials

Science Supervisor  
Social Studies Supervisor  
Instructional Media Integration Coordinator  
Supervisor, Television & Distance Learning  
Supervisor, Student Services

Further questions, or questions concerning materials not covered above, should be referred to the Assistant Superintendent, Instruction.

**Violations**

Violations of copyright should be referred first to the appropriate principal or program manager. If further action is warranted the matter should be referred to the Assistant Superintendent, Personnel.