

Adopted: May 12, 2020

## **COPYRIGHT POLICY**

### **PURPOSE**

To outline the responsibilities, practices, and duties for Bonneville Academy employees to ensure U.S. copyright law is followed.

### **PROVISIONS**

Bonneville Academy follows all pertinent United States copyright laws. All school employees are expected to comply with U.S. copyright law as it relates to the duplication, retention, and use of copyrighted materials and also all guidelines that have been published to facilitate compliance with copyright law. Employees may be held liable for copyright violations regardless of the educational purposes for which copyrighted materials were used.

All Bonneville Academy employees must understand and appreciate the necessity of compliance with copyright law. The following prohibitions related to copyright law are established within the school:

- No illegal copies of copyrighted material may be made on Bonneville Academy-owned equipment.
- Unlawfully made copies of copyrighted material may not be used with Bonneville Academy-owned equipment, within Bonneville Academy-owned facilities, or at Bonneville Academy-sponsored functions.
- Protections otherwise afforded to school employees shall not be extended to those who knowingly and unlawfully copy or use copyrighted materials in violation of copyright law and guidelines as communicated by Bonneville Academy according to this policy.

The guidelines and standards outlined in this policy shall include but not be limited to all printed material, including written works, artwork, and music; videotapes/DVDs, including motion picture recordings; multimedia; the Internet; computer software; recorded music; and performances and display.

The Bonneville Academy certified library media specialist (librarian) will observe and promote the legal and ethical issues surrounding the use of copyrighted materials within the school. The librarian shall be charged with the task of providing teachers, library workers, administrators, students, and parents with explicit instruction on the permissible use of copyrighted materials related to the education environment. Sufficient teaching and resources shall be made available to all parties describing U.S. copyright law and the principle of "fair use." The librarian will also set forth accepted guidelines proposed by the federal government and various groups that represent the interests of both copyright holders and copyright users.

The librarian will strictly adhere to all U.S. copyright laws and guidelines in the operation and management of the school library. If the librarian becomes aware of the misuse of copyrighted material within the library or the school, the individual involved will be reminded of the policy and re-taught the guidelines which must be followed.