

**CODE: EGAD**

**COPYRIGHT COMPLIANCE**

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It is the intent of the School Committee that all employees and students of the school unit adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and the school unit’s copyright policy and administrative procedure(s) do so at their own risk. The school unit 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.

The Kittery School Department will take the following steps to discourage violations of the copyright law in the school system:

- A. All instructional staff and school administrators shall have access to a copy of this policy and the accompanying administrative procedure.
- B. Notices shall be posted within view of copying equipment.
- C. Teachers and library media specialists shall be responsible for informing students about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

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Legal Reference: 17 U.S.C. § 101 et seq. (The Copyright Act of 1976)  
P.L. 107-723 (Then TEACH Act of 2002)

Cross Reference: EGAD-R – Copyright Compliance Administrative Procedure  
GCSA – Employee Computer and Internet Use  
IJNDB – Student Computer and Internet use

Adopted: October 3, 1989

Revised: August 20, 1991; July 5, 1994; September 17, 2013