



Book	Policy Manual
Section	Series 4000 Instructional and Support Personnel
Title	Publication Materials
Number	4132
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### **BRICK TOWNSHIP BOARD OF EDUCATION Policy**

	Monitored
	Mandated
	Other Reasons

#### PUBLICATION MATERIALS

It is the intent of the Brick Township Board of Education to adhere to the provisions of the current copyright laws and federal guidelines.

The board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school system.

The board of education directs that district employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights" and other relative federal legislative guidelines related to the duplication, retention, and use of copyrighted materials.

The board further directs that:

- A. Unlawful copies of copyrighted materials may not be produced on district owned equipment;
- B. Unlawful copies of copyrighted materials may not be used with district owned equipment, within district owned facilities or at district-sponsored functions;
- C. The legal and/or insurance protection of the district will not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display and are further expected to be able to provide to their supervisor upon request the justification under the Copyright Act of 1976, as amended, is codified at 17 U.S.C. Sec.101 et seq. Section 107 or 110 of United States Code 17 for copies that have been made or used.

Employees who use copyrighted materials that do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:

- A. The materials have been purchased from an authorized vendor by the individual employee or the board of education and a record of the purchase exists;
- B. The materials are copies covered by licensing agreement between the copyright owner and the board of education or the individual employee;
- C. Materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase of licensing and a valid agreement exists that allows for such use.

Although there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to comply with existing federal regulations.

#### Key Words

Copyright, Intellectual Property, Publication

Legal                      [N.J.S.A. 18A 11-1: General mandatory powers and duties](#)  
                                 [17 U.S.C. 101 United States Copyright Law](#)

Last Modified by Sandra Beyer on December 22, 2017