

INDEPENDENT SCHOOL DISTRICT 199  
Inver Grove Heights Community Schools  
2990 80<sup>th</sup> Street East  
Inver Grove Heights, Minnesota

**COPYRIGHT LAW**

**I. Purpose**

The purpose of this policy is to reflect in writing the district's commitment to follow federal copyright laws and providing parameters for staff and students.

**II. General Statement of Policy**

It is the policy and practice of the Inver Grove Heights Community School District to adhere to the requirements of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq. and the Technology, Education and Copyright Harmonization Act Amendments of 2002) and the Digital Millennium Copyright Act of 1998. The board of education prohibits employees and students from duplicating copyrighted materials not specifically allowed by (1) the copyright laws, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission. Employees and students who violate the copyright law do so at their own risk and assume all liability for their actions. They may also be subject to disciplinary action or willful infringement of the law or for using district equipment for duplication that is prohibited.

**III. Definitions**

"Copyright" means the exclusive legal right to reproduce, publish, and sell the matter and form of a literary, musical, or artistic work.

**IV. Responsibility**

The Inver Grove Heights Community School District will establish and implement appropriate procedures, prepare and distribute copyright guidelines and provide for resources to assure that all district personnel and students are advised of current copyright law interpretations so that they can perform their duties and complete their assignments within the intent of the law. Employees and students are to adhere to all provisions of Title 17 of the United States Code titled "Copyrights" and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

**Cross Reference:** 409 Employee Publications  
District Technology Plan – Appendix G – copyright policy and guide to copyright law

**Legal Reference:** P.L. 94-553 Federal Copyright Law of 1976 U.S. Code, Title 17  
and Digital Millennium Copyright Act of 1998