

Educational Program
Series 600

Policy Title: Use of Information Resources Code No. 603.4

Policy Statement

Heartland AEA employees are encouraged to supplement their teaching and consulting with a variety of resources. In so doing, the Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes.

Scope of Policy

Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic, and web-based materials, unless the copying or using conforms to all four criteria in the fair use doctrine. Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Accountability Overview

It is the responsibility of employees to abide by the requirements of the copyright law. In no circumstances shall it be necessary for employees to violate copyright requirements in order to perform their duties properly. Heartland AEA will not be responsible for any violations of the copyright law. Violation of the copyright law by employees may result in discipline up to, and including, termination.

Any employee who is uncertain as to whether reproducing or using copyrighted material or if the Board's procedures is permissible under the law should contact the Director of Resources and Library Services who will assist employees in obtaining proper authorization to copy or use protected material when such authorization is required. Agency staff also have access to the resource *Copyright Brief Notes for Students and Teachers*.

It is the responsibility of the chief administrator, in conjunction with the Director of Media, Technology and Digital Learning and the Director of Resources and Library Services to develop administrative regulations regarding this policy.

Date of Adoption: June 13, 2023

Reviewed: _____

Amended: _____