

POLICY TITLE: <b>Copyright</b>		
ADOPTION/EFFECTIVE DATE: <b>9/11/2000</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>Instruction</b>		

Employees shall comply with copyright laws and guidelines for use of print, multimedia, and computer software as set forth in the Administrative Guidelines and Procedures. Failure to comply shall result in disciplinary action up to and including termination.

Students shall comply with copyright laws and guidelines for use of print, multimedia, and computer software as set forth in the Administrative Guidelines and Procedures. Students who fail to comply shall be disciplined according to the procedures set forth in the Harford County Public School System's *Parent/Student Handbook*.

Students or employees shall obtain permission using the *Copyright Permission Request* form prior to publishing or reproducing more than fair use guidelines permit. When the copyright of a work is in doubt (as on the Internet), the employee or student shall assume it is copyrighted information and shall proceed accordingly.

The Superintendent shall be responsible for ensuring that administrative procedures for copyright policy are effectively implemented throughout the system.

### Board Approval Acknowledged By:



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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	9/11/2000				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: <b>17 United States Code 101 <i>et seq.</i></b>
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REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
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