

13.4 COPYRIGHT LAW

Vanguard Academy upholds the United States copyright laws. All school employees are expected to comply with these copyright laws as they relate to the duplication, retention and use of copyrighted materials, and also all guidelines that have been published to facilitate compliance with the copyright laws. Educators and schools who do not uphold copyright laws may be held liable for copyright violations regardless of the educational purposes for which these copyrighted materials were used.

All Vanguard Academy employees must understand and appreciate the necessity of compliance with the copyright laws. The following prohibitions related to copyright laws are established within the school:

- No unlawful copies of copyrighted material may be made on Vanguard Academy owned equipment.
- Unlawfully made copies of copyrighted material may not be used with Vanguard Academy-owned equipment, within Vanguard Academy-owned facilities, or at Vanguard Academy-sponsored functions.
- The protections otherwise afforded to Vanguard Academy employees shall not be extended to those who knowingly and unlawfully copy and/or use copyrighted materials in violation of the copyright laws and guidelines as communicated by Vanguard Academy pursuant to this policy.

The guidelines and standards set forth in the Vanguard Academy copyright policy shall include but not be limited to all printed material, including written works, art work, and music; videotapes/DVD's, including motion picture recordings; multimedia; the Internet; computer software; recorded music; and performances and display.

The Vanguard Academy Technology Specialist (TS) will observe and promote the legal and ethical issues surrounding the use of copyrighted materials within the school. The TS shall be charged with the task of providing teachers, library workers, administrators, students and parents with clear instruction on the permissible use of copyrighted materials related to the education environment. Sufficient teaching and resources shall be made available to all parties describing the U.S. copyright law and the principle of "fair use."

The TS will also set forth accepted guidelines proposed by the federal government and various groups which represent the interests of both copyright holders and copyright users. The TS will strictly adhere to all U.S. copyright laws and guidelines in the operation and management of the school library. If the TS becomes aware of misuse of copyrighted material within the library or the school, the individual involved will be reminded of policy and re-taught the guidelines which must be followed.

Approved: 08/15/2015