

Shelby County Board of Education

3010

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Revised: 06/30/15

REPRODUCTION OF COPYRIGHTED MATERIALS and DISTRIBUTION OF POLITICAL MATERIALS

I. PURPOSE

To provide guidance for the reproduction of copyrighted materials and the distribution of political materials.

II. SCOPE

This policy applies to all reproduction of copyrighted material for school and/or District use; and to the distribution political materials through the District's mail system or owned electronic devices.

III. SCOPE

A. Reproduction of Copyrighted Materials

The Board will make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials.

The Board recognizes, however, that the 1976 federal copyright law, PL 94-553, makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. The Board therefore informs all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical, and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the system.

To protect staff members and the Shelby County Schools against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain that the action is within the law. When an individual is not

certain, he or she should contact the supervisor of media services in order to ascertain whether copying falls under "permitted use." If it does not, the supervisor of media services may request permission to reproduce materials from copyright holders.

B. Distribution of Political Materials– Effective July 1, 2015

The distribution of campaign literature, banners, placards, streamers, stickers, signs, or other items of campaign or political advertising on behalf of any party, committee or agency, or candidate for partisan or nonpartisan public office shall be prohibited through the Shelby County Board of Education's mail system or through any Shelby County Board of Education owned electronic devices, including, but not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging and websites.

Exemption

This shall not include the display of campaign banners, placards, streamers, stickers, signs, or other items of campaign or political advertising on District owned property or the use of District-owned equipment, when the display or use is a part of and solely for the purpose of the LEA's program of student education relative to the electoral process.

IV. RESPONSIBILITY

A. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

1. TCA 2-19-201
2. TCA 2-19-206
3. TCA 2-19-207

Cross References:

1. 6003 Confidential Student Information
2. 6031 Internet Safety and Use