

**USE OF COPYRIGHT MATERIALS**

All County Office of Education staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. Willful or negligent infringement of this law by students or staff may result in disciplinary action.

The County Board of Education recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the County Office of Education shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

*Note: The International Council for Computers in Education's 1986-87 software copyright committee supports the concept that only one person in the County Office of Education should be given authority to sign software agreements. This person would be expected to become familiar with licensing and purchasing rights of all copyrighted materials.*

The County Superintendent of Schools or designee shall be the only individual who may sign license agreements for software for County Office of Education schools/programs. Each school/program using licensed software shall have a signed copy of the software agreement.

The County Superintendent or designee shall maintain regulations to discourage violation of all copyright laws and prevent illegal copying activities.

*Legal Reference:*

- EDUCATION CODE
- 35182 *Computer software*
- UNITED STATES CODE, TITLE 17

Policy adopted: September 16, 1991  
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