

**MILLINOCKET SCHOOL BOARD POLICY  
COPYRIGHT COMPLIANCE**

The Board expects all employees and students in the Millinocket School Department to comply with the federal copyright law and guidelines. Employees and students who willfully disregard the law/guidelines and the Board's copyright policy and procedure do so at their own risk. The Millinocket School Department will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

The Millinocket School Department will take the following steps to discourage violations of the copyright law/guidelines in the school system:

- A. All instructional staff and school administrators shall receive a copy of this policy and the accompanying administrative procedure.
- B. Copyright notices shall be posted within view of copying equipment, including near photocopier machines, in computer labs, in media labs, and/or other areas where devices are accessible by students and staff.
- C. Teachers and library media specialists shall be responsible for informing students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials.

Legal Reference: 17 U.S.C. § 101 et seq. (The Copyright Act of 1976)  
P.L. 107-273 (The TEACH Act of 2002)

Cross Reference: EGAD-R – Copyright Compliance Administrative Procedure  
GSCA/GCSA-R – Employee Computer and Internet Use  
IJND/IJND-R – School Website and Social Media  
IJNDB/IJNBD-R – Student Use of Computers, Devices, Internet

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