

USE OF COPYRIGHTED MATERIALS

The school committees of the Nauset Schools recognize that it is illegal to duplicate or otherwise use copyrighted materials without permission. The committees further recognize that severe penalties are provided for unauthorized copying of audio, visual, printed or electronic materials unless copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by the employees of the Nauset Schools must be done with the permission of the copyright holder or within the bounds of "fair use" as set forth below.

You may:

1. Make single copies of a chapter of a book; an article from a periodical, a short story, essay or poem; a chart, graph or diagram for research or class participation. .
2. Make multiple copies (one per pupil) if copying meets the test of brevity (poem of less than 250 words, complete article or essay of less than 2,500 words, an excerpt from any prose work not more than 1,000 words or 10% of the work, one chart, one diagram, or other illustration per book or periodical; and two pages or 10% of short special works, such as a Dr. Seuss book), and if copying meets the test of spontaneity, that is, the inspiration of the individual teacher and the decision to work is so close in time that it would be unreasonable to expect a timely reply to a request for permission. .

You may not:

1. Copy to replace or create anthologies.
2. Photocopy consumable works, such as workbooks.
3. Copy as a substitute for buying books.

Comparable standards shall be applied to electronic and video materials. The administration shall be responsible for advising staff of these guidelines, the regulations necessary to implement them, and any changes in applicable law.

Adopted: August 14, 1996.