

**Use of Copyrighted Materials**

All Office of Education staff, clients and students shall adhere to the provisions of the federal copyright law and maintain a high ethical standard in using copyrighted materials.

Appropriate use of computer software shall be determined by referring to the license agreement and/or policy statements contained in the software packages used by the Office of Education and its clients. Each Office of Education department shall be responsible for accepting and abiding by software licensing agreements for software used by that department. The Information Network Services department shall be responsible for accepting and maintaining software licensing agreements for network software available to multiple users. Computer-related instruction for students and staff shall address appropriate use of software.

The 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**101-122 Subject matter and scope of copyright, especially:**102 Definitions**107 Fair use**110 Limitations on exclusive rights: Exemption of certain performances and displays*

Policy

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Reviewed: January 11, 2012

**HUMBOLDT COUNTY OFFICE OF EDUCATION**

Eureka, California