

COMMUNITY RELATIONS: Communication with the Public

Copyright [and Intellectual Property (Original Works)]

I. PURPOSE

- A. BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) IS COMMITTED TO RESPECTING THE RIGHTS OF COPYRIGHT HOLDERS AND COMPLYING WITH THE COPYRIGHT LAW. THIS RULE OUTLINES STANDARDS AND RESPONSIBILITIES FOR THE USE OF COPYRIGHTED MATERIALS.
- B. THE PURPOSE OF THIS RULE IS TO PROVIDE GUIDELINES FOR: (1) USING COPYRIGHT-PROTECTED MATERIALS IN THE CLASSROOM, (2) OBTAINING PERMISSION TO USE THESE WORKS FOR INSTRUCTIONAL PURPOSES, AND (3) OUTLINING EXPECTED COMPLIANCE OBLIGATIONS FOR ALL BCPS EMPLOYEES AND STUDENTS.

II. RESPONSIBILITIES

- A. THE SUPERINTENDENT HAS DESIGNATED THE OFFICE OF LIBRARY INFORMATION SERVICES (LIS) TO ESTABLISH PROCEDURES TO INFORM STAFF ABOUT U.S. COPYRIGHT LAW, MAKE THESE PROCEDURES AVAILABLE ON THE LIS WEB PAGE, AND PROVIDE TRAINING TO LIBRARY MEDIA SPECIALISTS ON THE PROPER USE OF COPYRIGHTED MATERIALS.
- B. EACH SCHOOL LIBRARY MEDIA SPECIALIST WILL ACT AS A RESOURCE PERSON TO RESPOND TO STAFF AND STUDENT QUESTIONS CONCERNING THE PROPER USE OF COPYRIGHTED MATERIALS.

III. COPYRIGHT

- A. THE COPYRIGHT LAW PROTECTS THE INTELLECTUAL PROPERTY RIGHTS OF AUTHORS OR OTHER CREATORS BY GRANTING THEM EXCLUSIVE RIGHTS TO CONTROL HOW THEIR WORKS MAY BE USED, INCLUDING THE RIGHTS TO

REPRODUCE, DISTRIBUTE, PUBLICLY PERFORM AND PUBLICLY DISPLAY THEIR WORK. THE RIGHTS GRANTED UNDER THE LAW EXTEND TO LITERARY, DRAMATIC, MUSICAL, ARCHITECTURAL, CARTOGRAPHIC, CHOREOGRAPHIC, PANTOMIMIC, PICTORIAL, GRAPHIC, SCULPTURAL, AND AUDIOVISUAL CREATIONS.

- B. EMPLOYEES AND STUDENTS SHOULD ASSUME THAT COPYRIGHT RESTRICTIONS APPLY, UNLESS THEY HAVE DETERMINED THAT MATERIALS ARE NOT COPYRIGHTED OR THEY HAVE RECEIVED THE COPYRIGHT HOLDER'S PERMISSION TO USE THE COPYRIGHTED MATERIALS.
- C. CERTAIN WORKS MAY NOT BE SUBJECT TO COPYRIGHT PROTECTIONS, INCLUDING WORKS: (1) AUTHORED BY THE U. S. GOVERNMENT; (2) ORIGINALLY NON-COPYRIGHTABLE; (3) AUTHORED PRIOR TO 1923; (4) CLEARLY MARKED AS IN THE PUBLIC DOMAIN; (5) EXPRESSLY AUTHORIZED BY A CREATIVE COMMON LICENSE AND AS SPECIFIED BY THE COPYRIGHT OWNER.

IV. FAIR USE

- A. IN ACCORDANCE WITH SECTION 107 OF THE COPYRIGHT ACT, THE REPRODUCTION OF A COPYRIGHTED WORK MAY BE CONSIDERED "FAIR" WHEN THE WORK IS USED FOR SUCH PURPOSES AS CRITICISM, COMMENT, NEWS REPORTING, TEACHING, SCHOLARSHIP, OR RESEARCH.
- B. IN ORDER TO DETERMINE IF A PARTICULAR USE QUALIFIES AS FAIR USE, ALL OF THE FOLLOWING FACTORS MUST BE MET:
 - 1. THE PURPOSE AND CHARACTER OF THE USE (WHETHER FOR COMMERCIAL OR NONPROFIT EDUCATIONAL USE);
 - 2. THE NATURE OF THE COPYRIGHT PROTECTED WORK;
 - 3. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED; AND
 - 4. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF COPYRIGHTED WORK.
- C. LIS WILL DEVELOP PROCEDURES EXPLAINING FAIR USE IN THE USE OF COPYRIGHTED MATERIAL FOR INSTRUCTIONAL

PURPOSES INCLUDING PRINT, PERFORMANCE, MULTIMEDIA/
VISUAL ARTS, MUSICAL PERFORMANCES, VIDEO RECORDING,
COMPUTER SOFTWARE AND MUSIC.

V. GUIDELINES FOR DIGITAL DISTANCE LEARNING

- A. DIGITAL DISTANCE LEARNING REFERS TO EDUCATION IN WHICH THE INSTRUCTOR AND PARTICIPANTS ARE SEPARATED BY PHYSICAL SPACE AND/OR TIME.
- B. THE TECHNOLOGY, EDUCATION, AND COPYRIGHT HARMONIZATION (TEACH) ACT FACILITATES AND ENABLES THE PERFORMANCE AND DISPLAY OF COPYRIGHTED MATERIALS FOR DISTANCE EDUCATION OR ONLINE INSTRUCTION WHEN IT REPLACES REGULAR CLASSROOM INSTRUCTION. TEACH APPLIES TO DISTANCE EDUCATION AND INCLUDES PARTICIPATION OF ANY ENROLLED BCPS STUDENT IN ONLINE OR HYBRID COURSES, ON OR OFF OF SCHOOL PROPERTY.
- C. BCPS TEACHERS MAY PERFORM OR DISPLAY COPYRIGHTED WORKS IN DISTANCE EDUCATION OR ONLINE ENVIRONMENTS WHEN ALL OF THE FOLLOWING CRITERIA ARE MET:
 - 1. THE INSTRUCTIONAL MATERIAL IS DIRECTLY RELATED TO THE CLASS CONTENT OR INSTRUCTIONAL ACTIVITY;
 - 2. THE USE IS LIMITED TO STUDENTS ENROLLED IN THE DISTANCE LEARNING COURSE;
 - 3. THE INSTRUCTIONAL MATERIAL IS MADE BY, AT THE DIRECTION OF, OR UNDER THE SUPERVISION OF THE TEACHER;
 - 4. THE INSTRUCTIONAL MATERIAL IS COMPARABLE TO THE AMOUNT THAT IS TYPICALLY DISPLAYED IN THE COURSE OF FACE-TO-FACE TEACHING;
 - 5. THE TRANSMISSION IS MAINTAINED ON THE DISTANCE LEARNING PLATFORM ONLY FOR THE PERIOD OF TIME WHICH IS REASONABLY NECESSARY TO FACILITATE THE LEARNING OBJECTIVES OF THE TRANSMISSION;
 - 6. THE MATERIAL IS ACQUIRED WITHIN THE LEGAL CONFINES OF THE COPYRIGHT LAW; AND
 - 7. THE FOLLOWING NOTICE SHALL BE DISPLAYED AT THE DISTANCE LEARNING ACCESS POINT:

- (a) THIS ONLINE COURSE MAY CONTAIN MATERIALS USED IN COMPLIANCE WITH U.S. COPYRIGHT LAW. UNDER THIS LAW, MATERIALS MAY NOT BE DOWNLOADED, SAVED, REVISED, COPIED, OR DISTRIBUTED WITHOUT PERMISSION. THESE MATERIALS ARE TO BE USED FOR THE CURRENT COURSE ONLY, ARE LIMITED TO THE PRESENT COURSE'S DURATION, AND MAY NOT BE FURTHER DOWNLOADED UNLESS AUTHORIZED BY THE INSTRUCTOR.

VI. GUIDELINES FOR REPRODUCTION AND DISTRIBUTION OF INSTRUCTIONAL MATERIALS FOR USE BY PERSONS WITH DISABILITIES

- A. PREVIOUSLY PUBLISHED NON-DRAMATIC LITERARY WORKS IN PRINT AND PHONORECORD FORMAT MAY BE REPRODUCED IN SPECIALIZED FORMATS AND DISTRIBUTED FOR EXCLUSIVE USE BY THE BLIND OR OTHER PERSONS WITH DISABILITIES. SPECIALIZED FORMATS INCLUDE BRAILLE, AUDIO, OR DIGITAL TEXT.
- B. REPRODUCED SPECIALIZED FORMATS MUST INCLUDE A NOTICE IDENTIFYING THE COPYRIGHT OWNER, ORIGINAL COPYRIGHT DATE, AND WARNING THAT ANY FURTHER REPRODUCTION OR DISTRIBUTION IS AN INFRINGEMENT.
- C. THE OFFICE OF SPECIAL EDUCATION WILL COORDINATE THE REPRODUCTION OR DISTRIBUTION OF THESE ADAPTED INSTRUCTIONAL MATERIALS.

VII. GUIDELINES FOR USE OF STUDENT INTELLECTUAL PROPERTY

- A. BCPS WILL PUBLISH OR PRODUCE A STUDENT'S INTELLECTUAL PROPERTY CREATED DURING SCHOOL-SPONSORED ACTIVITIES AND/OR LEARNING EXPERIENCES IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND SUPERINTENDENT'S RULE 6202, *TELECOMMUNICATIONS ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS*.

- B. THE NOTICE OF COPYRIGHT SHALL BE USED WHEN ELECTRONICALLY PUBLISHING OR PRODUCING STUDENT INTELLECTUAL PROPERTY.

VIII. REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS

- A. IF A WORK IS PROTECTED BY THE COPYRIGHT LAW, IS NOT IN THE PUBLIC DOMAIN, AND DOES NOT MEET THE CRITERIA FOR FAIR USE OR ANOTHER EXCEPTION, YOU MUST OBTAIN PERMISSION FROM THE COPYRIGHT HOLDER IN ORDER TO REPRODUCE, MODIFY, DISPLAY, PERFORM, OR DISTRIBUTE THE COPYRIGHTED WORK.
- B. PERMISSION SHOULD BE OBTAINED PRIOR TO USING THOSE WORKS BY USING THE *COPYRIGHT PERMISSION REQUEST* FORM (RULE 1120, FORM A).
- C. ALL PERMISSIONS TO USE A COPYRIGHTED WORK SHALL BE MAINTAINED BY THE SCHOOL/OFFICE THAT REQUESTED THE PERMISSION AND SHALL BE KEPT ON FILE AT LEAST AS LONG AS THE PERMISSION PERIOD AND IN ACCORDANCE WITH THE BCPS RECORDS RETENTION SCHEDULE.

VII. COPYRIGHT NOTICE

- A. A COPYRIGHT NOTICE SHOULD INCLUDE ALL OF THE FOLLOWING ELEMENTS: (1) THE SYMBOL ©; (2) THE YEAR WHEN THE WORK WAS FIRST CREATED; (3) THE NAME OF THE OWNER OF THE COPYRIGHT.
 - 1. BCPS COPYRIGHT NOTICE EXAMPLE:
© 2012 BALTIMORE COUNTY PUBLIC SCHOOLS. ALL RIGHTS RESERVED.
DOCUMENTS AND RELATED GRAPHICS MAY BE DUPLICATED FOR EDUCATIONAL, NON-PROFIT SCHOOL USE ONLY. ALL OTHER USES, TRANSMISSIONS, AND DUPLICATIONS ARE PROHIBITED UNLESS PERMISSION IS GRANTED EXPRESSLY.
 - 2. STUDENT COPYRIGHT NOTICE EXAMPLE:
© 2012 JOHNNY SMITH. ALL RIGHTS RESERVED.

VIII. COMPLIANCE

A. EMPLOYEES

1. ALL EMPLOYEES ARE EXPECTED TO ADHERE TO THIS RULE AND THE COPYRIGHT LAW AND UNDERSTAND THE COMPLIANCE INFORMATION PROVIDED FOR THEM ON THE LIS WEBSITE. EMPLOYEES WHO FAIL TO COMPLY MAY BE HELD PERSONALLY LIABLE FOR COPYRIGHT INFRINGEMENT AND SUBJECT TO DISCIPLINARY ACTION.

B. STUDENTS

1. STUDENTS WHO FAIL TO COMPLY WITH THE COPYRIGHT LAW WILL BE RESPONSIBLE AND LIABLE FOR BREACHES OF COPYRIGHT ARISING FROM THEIR OWN ACTIONS AND MAY BE SUBJECT TO DISCIPLINARY ACTION IN ACCORDANCE WITH THE ACADEMIC DISHONESTY PROVISION IN THE STUDENT CODE OF CONDUCT.

LEGAL REFERENCES: THE COPYRIGHT ACT OF 1976, TITLE 17 OF THE UNITED STATES CODE, *AS AMENDED*
17 U.S.C. §110(2), *COPYRIGHT EXEMPTIONS FOR DISTANCE EDUCATION* (THE TECHNOLOGY, EDUCATION, AND COPYRIGHT HARMONIZATION ACT OF 2002)
17 U.S.C. §121, *LIMITATIONS ON EXCLUSIVE RIGHTS: REPRODUCTION FOR BLIND OR OTHER PEOPLE WITH DISABILITIES* (CHAFEE AMENDMENT)

RELATED POLICIES: BOARD OF EDUCATION POLICY 1110, *MEDIA, PUBLIC RELATIONS AND PUBLICATIONS, EVENTS, TELEVISION, AND WEB SITE*
BOARD OF EDUCATION POLICY 4100, *EMPLOYEE CONDUCT AND RESPONSIBILITIES*
BOARD OF EDUCATION POLICY 4104, *TELECOMMUNICATIONS ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS*
BOARD OF EDUCATION POLICY 5500, *CONDUCT*

BOARD OF EDUCATION POLICY 5550, *BEHAVIOR*
BOARD OF EDUCATION POLICY 6002, *SELECTION OF
INSTRUCTIONAL MATERIALS*
BOARD OF EDUCATION POLICY 6202,
*TELECOMMUNICATIONS ACCESS TO ELECTRONIC
INFORMATION, SERVICES, AND NETWORKS*
BOARD OF EDUCATION POLICY, SUB SERIES 8300,
ETHICS CODE

[A. Libraries may make a single copy, with Notice of Copyright present, of the following:

- An unpublished work which is in its collection solely for purposes of preservation and security or for deposit for research use in another qualified library or archives
- A published work in order to replace it because it is damaged, deteriorated, lost, or stolen provided that an unused replacement cannot be obtained at a fair price.

B. Employees and students shall obtain prior permission from the copyright owner to copy, modify, display, perform, or distribute copyrighted works which do not meet the criteria for use. Use the Baltimore County Public Schools' *Copyright Permission Request* form (Rule 6202, Form E) for this purpose. A copy of all correspondence and one copy of the reproduced material shall be kept on file by the principal/office head or designee for the duration of the copyright.

Employees and students do not need permission to copy, modify, display, perform, or distribute works classified as in the public domain. Works in the public domain include works with the following characteristics: originally non-copyrightable, lost copyright, expired copyright, authored by the federal government, or granted by the author to the public domain. Unless materials are clearly marked as in the public domain, consider them to be copyrighted.

C. Employees shall obtain permission from the parent/guardian prior to electronically publishing or distributing a student's intellectual property/original work. (See, *Student Handbook and Telecommunications Acceptable Use Policy Acknowledgement Form* (Rule 6202, Form A)).

Employees shall display the Notice of Copyright when electronically publishing student intellectual property. The Notice of Copyright informs the public that the student's original work is protected by copyright, identifies the copyright owner, and shows the year of the first publication.

Use the following copyright notice for student publications:

Copyright © Date Abbreviation of name of owner. All rights reserved. (e.g., Copyright © 1997 John D. All rights reserved).

Documents and related graphics may be duplicated for educational, non-profit school use only. All other uses, transmissions and duplications are prohibited unless permission is granted expressly.

- E. A work created by an employee within the scope of his/her employment in Baltimore County Public Schools is a work made for hire. Baltimore County Public Schools are the initial owner of all the rights of copyright in the work unless a prior written agreement is signed by both parties.

Use the following copyright notice for Baltimore County Public Schools' publications:

Copyright © 1997 Baltimore County Public Schools. All rights reserved.

Documents and related graphics may be duplicated for educational, non-profit school use only. All other uses, transmissions, and duplications are prohibited unless permission is granted expressly.

- F. Guidelines for Use of Print Materials:

Permissible Uses

Single Copies for Individual Teacher Use

A single copy may be made of any of the following by educators for their scholarly research or for use in teaching or preparing to teach a class:

- A chapter from a book
- An article from a periodical or newspaper

- A short story, short essay, or short poem - whether or not from a collective work
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies not to exceed one copy per student in a course may be made by/for the teacher giving the course for classroom use or discussion provided that all four of the following criteria are met:

Criterion 1: Brevity

Type of Work

Suggested Safe Limits

Poem

A complete poem if less than 250 words and if printed on not more than two pages

A longer poem, an excerpt of not more than 250 words

Prose

A complete article, story, or essay of under 2,500 words

A prose work of not more than 1,000 or 10% of the work, whichever is less, but in any event a minimum of 500 words

Illustration

One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue

"Special" books of less than 2,500 words, such as children's books

Up to two (2) pages of the text representing not more than 10% of the total words

Criterion 2: Spontaneity

- The copying is at the instant and inspiration of the individual teacher.

- The decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Criterion 3: Cumulative Effect

- The copying of the material is for only one (1) course in the school in which the copies are made.
- Not more than one (1) short poem, article, story, essay, or two (2) excerpts may be copied from the same author during one class term.
- Not more than three (3) excerpts may be copied from the same collective work or periodical volume during one (1) class term.
- There may not be more than nine (9) instances of such multiple copying for one course during one class term.
- No limit has been placed on the number of copies that can be made of newspapers, the current news sections of periodicals, and works in the public domain.

Criterion 4: Each copy must include the same Notice of Copyright included on the original work.

G. Guidelines for Use of Print Materials:

Prohibited Uses

- Copying to create, replace, or substitute for anthologies, compilations, or collective works whether copies are accumulated or reproduced and used separately.
- Copying of or from any work intended to be "consumable" such as workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.
- Copying as a substitute for the purchase of books, publishers' reprints, or periodicals.
- Repeated copying of the same item by the same teacher from term to term.
- Charging students beyond the actual cost of the photocopying.

H. Guidelines for Use of Printed Musical Scores:

Permissible Uses

- Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.
- Making single copies or up to one (1) copy per student of excerpts of works for academic purposes other than performance, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit, such as a section, movement, or aria, but in no case more than 10% of the whole work.
- Editing or simplifying printed copies which have been purchased, provided that the fundamental character of the work is not distorted or lyrics altered or added.

I. Guidelines for Use of Printed Musical Scores:

Prohibited Uses

- Copying to create, replace, or substitute for anthologies, compilations, or collective works.
- Copying of or from works intended to be "consumable" in the course of study or of teaching, such as workbooks, exercises, standardized tests, answer sheets, and like material.
- Copying for the purpose of performance, except in emergency situations described above.
- Copying for the purpose of substituting for the purchase of music except in situations described above.
- Copying without inclusion of the Notice of Copyright which appears on the printed copy.

J. Guidelines for Use of Off-Air Recording of Non-Fee Based Broadcast Programming for Educational Purposes:

Permissible and Prohibited Uses

Video recordings made for instructional use in Baltimore County Public Schools shall comply with the Superintendent's Rule 6002, Instruction - Selection of Instructional Materials, and have the approval of the principal or designee.

- Off-air recording may be used once by an individual teacher in the course of relevant teaching activities and repeated only once when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period.
- Off-air recordings may be kept for 45 consecutive calendar days after the date of recording. Upon the conclusion of such retention period, all off-air recordings must be erased or destroyed.
- Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests.
- No program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times it may be broadcast.
- Copies of off-air recordings must include the copyright notice on the broadcast notice as recorded.
- Off-air recordings need not be used in their entirety, but they cannot be altered from their original content. Recordings may not be physically or electronically combined or merged to constitute a teaching anthology or compilation.
- After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for teacher evaluation purposes.
- Off-air recordings may be made by an educational institution for the deaf and hearing impaired. Permitted activities include: the making of a captioned version for non-commercial purposes; performances of that version for educational purposes within the institution for its students; and the sharing among other such institutions.

K. Guidelines for Use of Cable in the Classroom - Television Programming

Programs broadcast over a number of cable channels may be videotaped in accordance with the copyright codes published in the *Cable in the Classroom* monthly programming guide.

L. Guidelines for Use of Baltimore County Public Schools Cable Education Channel Programming

Copyright fees have been paid or permission given for Baltimore County Public Schools cable Educational Channel programming to be taped, kept, and used indefinitely for instructional purposes unless otherwise indicated.

M. Guidelines for Use of Pay/Premium Broadcasts

Employees shall not copy for classroom use any programming from pay/premium broadcast channels such as Home Team Sports, Showtime, The Disney Channel, or Home Box Office unless the broadcast is part of the *Cable in the Classroom* programming.

N. Guidelines for Use of Rented Video Programs

Rented video programs may be used for "face-to-face" instruction in schools only if the rental agency allows for use with non-home audiences. Rented or purchased video tapes that display the "For Home Use Only" warning shall not be used in classrooms. No fee shall be collected from viewers as such action would constitute a public performance for commercial/profit purposes. Rented video tapes should comply with the Superintendent's Rule 6002, Instruction - Selection of Instructional Materials, and have the approval of the principal or designee.

O. Guidelines for Use of Computer Programs:

Permissible Uses

The owner of a copy of a computer program may make or authorize the making of another copy or adaptation of the computer program provided that it is:

- Created as an essential step in the utilization of the computer program in conjunction with a machine and used in no other manner, or
- For archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

P. Guidelines for Use of Computer Programs:

Prohibited Uses

- Using a backup (archival) copy at the same time that the master (original) copy is being used.
- Lending the backup copy--An archival copy is permissible only to ensure the owner access to the program in the event of loss or damage to the master.
- Installing one computer program into several machines for simultaneous multiple use unless as specified in the licensing agreement.
- Using educational licensed software for personal use if so restricted in the licensing agreement.
- Reproducing documentation manuals without the written permission of the producer.

Q. Guidelines for Use of Commercial Databases

Downloading information from a commercial database is divided into two (2) categories of use:

- Downloading information of files briefly for the purpose of editing and printing
- Downloading computer files onto disk for retention and repeated use requires a license agreement with the utility or database owner.

R. Guidelines for Use of Multimedia and Web Pages

Multimedia included on web pages are considered to be copyrighted unless the copyright owner authorizes copying or it is in the public domain. Multimedia includes text, motion, music, lyrics, music/video, illustrations, photographs, images, computer software, and databases which are combined into an integrated presentation. Use of these multimedia resources included as part of a web site should parallel the use limits for print, audiovisual, and computer software set forth in this rule.

If there is a question as to whether a particular act of copying might be in violation of the copyright law, permission shall be obtained from the copyright holder before copies are made or included in the web site. The *Copyright Permission Request* form (Rule 6202, Form E) is used for this purpose.

A copy of all correspondence and one copy of the reproduced material shall be kept on file by the principal/office head or designee for the length of the copyright.

- S. Employees shall comply with copyright laws and guidelines for use of print, audiovisual, and computer programs and databases as set forth in this rule. Failure to comply shall result in disciplinary action up to and including termination.

Students shall comply with copyright laws and guidelines for use of print, audiovisual, and computer programs and databases as set forth in this rule. Students who fail to comply shall be disciplined according to the procedures set forth in the Baltimore County Public Schools *Student Handbook*.

Legal References: Federal Laws
Copyright Act of 1976, 17 U.S.C. §101 *Et seq.*

Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals, Cong. Rep. No. 1783, Reprinted in 1976 U.S. Cong. & Admin. News 5810.

Guidelines for Educational Uses of Music, Cong. Rep. No. 1783, Reprinted in 1976 U.S. Cong. & Admin. News 5810.

Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes, H.R. 495, 97th Cong., 1st Sess., 8-9, 1981.

Related Policies: Board of Education Policy 4104, *Telecommunications Access to Electronic Information, Services, and Networks*
Board of Education Policy 6202, *Telecommunications Access To Electronic Information, Services, and Networks*]

Rule

Superintendent of Schools

Approved: 06/09/97

Revised: 01/13/04

REVISED: _____



Baltimore County Public Schools Copyright Permission Request

TO:

DATE:

FROM:

ACTION: [Click here to enter a date.](#)

Reply to address

Please reply by:

In the course of our school system's ongoing development of curriculum materials, Web pages, and other resources to enhance teaching and learning, we frequently encounter published materials of extraordinary relevance to our instructional program. We are currently engaged in a project for which we are requesting your permission to include your intellectual property in the forthcoming publication as described.

Description of Copyrighted Material Requested <small>Include applicable information in order that the owner of the copyright is able to identify the requested material.</small>	Description of BCPS Publication/Production <small>Include applicable information in order that the owner of the copyright is informed of the intended use of the copyrighted work(s).</small>
Title: _____	Title: _____
Edition: _____	Purpose: _____
Author(s) or Editor(s): _____	Type of Reproduction: _____
Publisher/Producer: _____	Number of copies: _____
Pages or Sections Requested: _____	URL: http:// _____
URL: http:// _____	Approximate Publication/Production Date: _____

<input type="checkbox"/>	I give my permission. Other than the bibliographic citation to document the source of my copyrighted work, I request that BCPS include additional information. <Please specify on the reverse side.>
<input type="checkbox"/>	I am not the owner of the copyrighted material. <Please identify on the reverse side the owner, if known.>
<input type="checkbox"/>	I do not give my permission.

Signature: _____

Title: _____

Name: <Please print.> _____

Date: _____

FILING INSTRUCTIONS FOR BCPS PERSONNEL INITIATING THIS COPYRIGHT PERMISSION

A COPY OF ALL CORRESPONDENCE, INCLUDING THE COPYRIGHT PERMISSION REQUEST AND ALL PERMISSIONS TO USE A COPYRIGHTED WORK, ALONG WITH ONE COPY OF THE REPRODUCED MATERIAL, SHALL BE MAINTAINED BY THE SCHOOL OR OFFICE THAT REQUESTED THE PERMISSION AND SHALL BE KEPT ON FILE AT LEAST AS LONG AS THE PERMISSION PERIOD AND IN ACCORDANCE WITH THE BCPS RECORDS RETENTION SCHEDULE.

