

**SERIES 700
SUPPORT SERVICES**

771

PRINTING AND DUPLICATING SERVICES (Copyright)

The Marshall Board of Education shall make available the equipment necessary for staff to carry out their assignments. This equipment shall include machines for the reproduction of materials in either single or multiple copies.

All staff members shall abide by the federal copyright law which sets the standards for copying print and non-print materials. In order to adhere to copyright laws, employees shall abide by the established regulations governing the duplication of copyrighted materials. Requests to reproduce copyrighted materials on district equipment shall not be honored unless the reproduction is legally permissible.

The principal at each school site shall be responsible for enforcing this policy and its implementing regulations at the school level.

Legal Reference: PL 94-553 Federal Copyright Law

Cross Reference: 771.1, Computer Software Copyright

Date of Adoption: February 21, 1996

Date of Revision: May 17, 2006