

REPRODUCTION OF SITE LICENSE AGREEMENTS

The Pennsville Board of Education recognizes that the unlawful copying of site license materials contributes to higher costs for materials, lessens the incentives for development of qualified educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of the district.

The Pennsville Board of Education directs that district employees adhere to the provisions of site license agreements and subsequent federal legislation and guidelines related to the duplication and/or use of site license materials, only permitting copying specifically allowed by law, fair use guidelines, license agreements or proprietor's permission.

The Pennsville Board of Education further directs that:

1. Employees shall not make unlawful copies of site license materials on district owned equipment;
2. Employees shall not use unlawful copies of site license materials with or on district-owned equipment, within district-owned facilities or at district sponsored functions;
3. Employees shall not direct other employees under their supervision to make or use unlawful copies of site license materials;
4. Employees who unlawfully copy and use site license materials or direct others to do so are not acting within the course and scope of their employment and will be individually liable for any violation of state or federal laws;
5. Employees who willfully violate this policy will be disciplined

The Pennsville Board of Education directs that all staff members be provided opportunities to become and remain knowledgeable about site license agreements and guidelines as related to job responsibilities.

In order to implement this policy, the Board directs the superintendent to appoint a staff member or members to serve as site license officers. It shall be the responsibility of the site license officers to coordinate the development of administrative regulations detailing what copying can and cannot be done by district employees, retention of appropriate site license records, training opportunities and a collection of reference materials related to site licenses.

Date: **JANUARY 26, 1999**

