

Section I: Instructional Goals and Objectives	Knox County Board of Education Policy			
	Use of Copyrighted Materials	Descriptor Term:	Descriptor Code:	Issued:
		I-230	7/95	
		Reviewed:	Revised:	
	5/17	7/17		

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In order to define the fair and reasonable use that employees may make of copyrighted work for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board requires the following:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;¹ (See Board Policy I-231.)
2. The Director of Schools shall establish specific regulations regarding the copying, distribution and use of copyrighted materials for instructional purposes;
3. Each school library shall maintain a file of sample form letters of request which may be used by teachers when requesting the use of copyrighted media.

Legal Reference:

1. Title 17 of the U.S.C.A.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director