

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 814

Section: 800 Operations

Title: Copyright Material

Adopted: April 27, 1981

Revised: January 26, 2023

## 814 COPYRIGHT MATERIAL

### **Purpose**

The Board of Education (“Board”) respects the rights of copyright owners and does not authorize or condone improper duplication or use of copyrighted materials. Furthermore, the Board wishes to promote the production and use of high quality materials in the educational program to provide for enriching and well-rounded education experiences. The purpose of this Policy is to guide School District of Philadelphia (“District”) staff and students in the responsible use of copyrighted materials and to build their understanding of appropriate uses.

### **Authority**

Federal law generally prohibits duplication or use of copyrighted materials without permission.[1]

### **Delegation of Responsibility**

The Board directs the Superintendent or their designee, through the Office of General Counsel, Office of Information Technology, and Division of Academic Services, to develop Administrative Procedures that guide District students and staff in their responsibility to comply with copyright law and make determinations regarding whether an intended use of intellectual property is permissible. When permission is required for the lawful use of copyright materials, permission must be obtained by the individual planning to use the copyrighted materials prior to the use.

### **Mandatory Regulatory Procedures**

District employees should avoid unauthorized reproduction and/or use of copyrighted materials absent permission from copyright owners, or some other legal exception.[1]

All professional materials produced by District employees, in execution of official duties, shall be the sole property of the District to copyright. The copyright shall be in the name of The School District of Philadelphia.[2][3]

The District shall deny requests for copies of documents that are marked as protected by a copyright of a third party. However, those documents may be available for inspection, subject to any applicable law restricting access to exempt, privileged or confidential information.[4][5]

**Legal References:**

1. 17 U.S.C. 101 et seq
2. 17 U.S.C. 101, 201(b)
3. Policy 319 - Outside Activities
4. 65 P.S. § 67.3101.1
5. 17 U.S.C. 106

**Related Information:**

[Administrative Procedures for Copyright Material](#)