

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

4.19

Effective Date: April 16, 2019

Revised Date:

Section: *Instructional Services*

Subject: *Use of Copyrighted Materials*

Related Policy: 4.404 Use of Copyrighted Materials

I. DEFINITIONS

II. PROCEDURES

Technology:

The purpose of this procedure is to define the Marshall County Schools (MCS) responsibilities in the event that illegally possessed software is discovered or reported on any District owned or operated computing resources: Any software, protected under copyright law, that is copied, distributed, modified, or sold without proper licensing, thereby denying the copyright holder due compensation for their creative works.

The scope of this procedure includes all MCS faculty, staff, students, and approved guests that make use of servers, workstations, and file shares or other computing resources owned or operated by Marshall County Schools. The scope of this procedure does not include personally owned devices or computing resources not operated by the District.

Possession or use of software that has not been properly licensed or that is being used inconsistently with the terms of the software license on any District owned or operated computing resource is prohibited. The Information Technology (IT) Department does not actively scan computing resources to detect software piracy. However, the IT Department actions shall be consistent with this procedure and any associated procedures should illegal software be suspected, identified or reported to the IT Department.

All students will be trained by District faculty and staff on the safe and proper use of computers and their accessories or peripheral components. The IT director responsible for security is responsible for the implementation of this procedure.

Any employee found to violate federal or State of Tennessee laws, MCS policies, procedures or standards of conduct, will be subject to disciplinary action under District policy. Any student found to violate federal or State of Tennessee laws, MCS policies, procedures or standards of conduct, will be subject to disciplinary action under MCS's Student Code of Conduct. Any suspected violation of state or federal laws will be reported to the appropriate legal authority for investigation. The District reserves the

right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the District network, terminating a running job on a computer system, or taking other action.

Curriculum/Films:

All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials.

Films shown to students in a classroom must either be checked out of the school library or have the prior approval of the principal. Films rented for use with a video recorder will be used in the classroom for education purposes only. No rented film that includes a notice that the film is intended for “home use only” will be shown to a class for entertainment purposes.

The principal of each school shall establish practices which will enforce this policy at the school level.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools