**GATEWAY LAB SCHOOL BOARD OF DIRECTORS**

**06.2 POLICY ON COMPLYING WITH THE FEDERAL COPYRIGHT ACT**

**ISSUE**

Under the federal Copyright Act (17 *U.S.C.* §§ 100 et seq.), original literary, dramatic, artistic, musical, or technological work, including but not limited to books, pictures, graphic images, movies, plays, music, radio and video broadcasts, and computer software, can only be displayed, reproduced, or used with written authorization from the author or creator of the work. An exemption may apply when copyright protected work is being used in non-profit educational institutions like Gateway Lab School (“GLS”). The Copyright Act requires boards of institution, like the Gateway Lab School LS Board of Directors (“the Board”), to adopt a policy to ensure compliance with the Act by employees and students of the institution.

**POLICY**

1. The Board expects all employees, volunteers, and GLS students to be aware of and comply with the provisions of the Copyright Act.
2. The Head of School, or his/her designee, shall establish procedures for employees providing the criteria for the using copyright protected work for instruction of students and for training, professional development, or educational presentations to employees by employees as allowed under the Copyright Act.
3. The Head of School or his/her designee shall also establish procedures to provide guidance to students on using copyrighted work for projects or assignments that is appropriate for the age and grade of each student.
4. Employees are required to review and know the parameters of all procedures established under this policy.
5. An employee or volunteer shall be solely responsible for any and all costs associated with a court or regulatory agency alleging copyright infringement by the employee, or volunteer, including but not limited to, attorney’s fees, settlement costs, civil damages, or fines.

**NOTIFICATION**

Within 60 school days after adoption, the Head of School shall provide all current employees with a copy of this policy. The policy and associated procedures shall also be placed in the Board’s Policy & Procedures Manual and in the Employee Handbook, and posted on the GLS Website.

**REVIEW AND REPORTING**

This policy will be reviewed as required by the laws or regulations of the State of Delaware.

**HISTORY:** 09/16/2014