

**Cambridge Public Schools
Intellectual Property/Copyright Policy**

It is the policy of the Cambridge Public Schools to comply with the copyright and intellectual property laws of the United States and it expects that its staff and students will respect the intellectual property/copyrights of others and will comply with the requirements of applicable laws, regulations, policy and guidelines.

The copying, duplication, reproduction or use of copyrighted materials without the prior written permission of the intellectual property/copyright holder is prohibited except when such copying, duplication, reproduction or use is consistent with the provisions of the Fair Use Doctrine set forth in federal copyright law. The Superintendent of Schools shall promulgate administrative procedures to address the fair use of copyrighted materials within classrooms, in off-air recording of broadcast programming for educational purposes, for the educational use of music and for software copyright in accordance with applicable laws. Additionally, the Superintendent of Schools will take the necessary steps to ensure that staff and students are advised of this policy and educated about the various guidelines governing the use of intellectual property and copyrighted works.

In accordance with the Digital Millennium Copyright Act and other applicable laws and regulations, it further is the policy of the Cambridge Public Schools to prohibit the posting of materials that infringe on the intellectual/copyrights of others on the Cambridge Public Schools website. Furthermore, it is the policy of the Cambridge Public Schools to block access or to remove material from its website that it believes in good faith to be posted without appropriate copyright permission or otherwise in violation of the intellectual property/copyrights of others. Additionally, it is the policy of the Cambridge Public Schools to, in its sole discretion: (i) limit access to the school district website, or (ii) disable or terminate, in appropriate circumstances, subscribers or account holders that either are deemed to have engaged in a single infringement of the intellectual property/copyrights of others or are deemed to be repeat infringers of the intellectual property/copyrights of others. The Superintendent of Schools also shall promulgate notification procedures whereby an individual who believes that their intellectual property/copyright has been violated may notify the school district of their alleged claim.

Staff and students who violate the provisions of this policy may be subject to discipline.

Adopted: May 15, 2018