



The School District of Greenville County

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Copyright Guidelines

Employees and students of The School District of Greenville County are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, media specialists, and other District personnel take an active role in assuring compliance with the United States copyright law and congressional guidelines. US copyright laws protect most creative works. Examples of creative works include books, computer software, music, and films.

The District does not sanction illegal use or duplication of copyrighted materials in any form. Unlawful copies may not be produced or used on District equipment, within District facilities, or at District-sponsored functions. Employees or students who knowingly and/or willingly violate the District's copyright policies do so at their own risk and may be required to reimburse the District for expenses incurred as the result of a violation.

Principals or administrators are responsible for establishing procedures to ensure that offices and schools adhere to copyright law. These procedures should include informing students and staff members of District copyright policy, and periodically reminding them of their rights and responsibilities. All school sites and work locations must keep a copy of their computer software site license agreements on file.

Computer Software

All software is protected under copyright law. The School District of Greenville County has purchased licensed copies of computer software. Unless otherwise provided in the software license, duplication of copyrighted software is a violation of applicable law and this policy. If you become aware of the use or distribution of unauthorized software in this District, notify your Principal or Educational Technology Services.

The purchase of computer software does not mean that you own the copyright. Rather, you are purchasing the right to use the software under certain restrictions imposed by the copyright owner, typically the software publisher. The precise rules are described in the software license. You must adhere to these rules. If you copy, distribute, or install the software in ways that the license prohibits, you are violating federal copyright law. If you assist someone else in making unauthorized copies, you are also liable under the copyright law. Also, most recorded music available on Internet sites is protected by copyright. Downloading this material violates the District copyright policy.

Further, computer software installed on District machines is under license for that machine only. Making copies of this software for repeat installation on home or private computers violates the law and this District policy. Some software licensing does include the right for a duplicate installation on a teacher's home computer. Check with your school Principal or designated technology leader for details on software installed on your school computers.

Any personally owned software loaded on District computers must meet copyright laws. Owners must provide license documentation for personally owned software. Unauthorized software threatens the integrity and security of the computers and networks.

Internet Copyright

Some computer software is available via the Internet. Download of copyrighted software without a license is prohibited just as unauthorized copying of CD-ROM programs mentioned above. Some software programs are available free to the public. These are referred to as "freeware." Other software may be downloaded and used for a set period of time. These programs are referred to as "shareware" or "demos." Software with a trial period may be purchased online at the end of the trial period. While download of such programs is not a violation of this policy or the law, users must obtain prior written approval of the network administrator prior to download and installation.

Copyright law protects all Websites unless stated otherwise on the site. This includes sites that do not include a copyright symbol. Duplicating a World Wide Website, or portion of a site, is prohibited without the explicit permission of the author. Pictures or text may not be used without the permission of the copyright owner.

Related Information

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- **[Software Piracy and the US Law](http://www.bsa.org/resources/2001-05-23.57.pdf)** (pdf)
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