

INSTRUCTION

COPYRIGHTS

It is the intent of the Regional Office of Education to adhere to the provisions of the copyright laws as they pertain to the copying of books, periodicals, musical scores, videotapes, computer software, and network resources.

The ROE will not provide equipment to facilitate the copying of copyrighted materials, nor shall the ROE's equipment be used to illegally transmit/transfer copyrighted material.

The Regional Superintendent or his/her designee shall develop procedures that will be made known to the ROE 's staff. The procedures shall utilize fair use factors:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount, substantiality, or portion used in relation to the copyrighted work as a whole;
4. The effect of the use on the potential market of the copyrighted work; and
5. The motivation of the user.