

Operations Policy #914 Copyright Materials

Purpose:

Copyrighting is the protection of personal materials by the author of the materials. The Cyber School endorses the concept of copyright protection.

Guidelines

- Copyright materials belong to the author of the material or the company the author works for when producing the material.
- Any materials produced by staff members while employed by the Cyber School using Cyber School equipment and time are the property of the Cyber School and may not be duplicated by other people for personal or corporate use. Staff may not sell or distribute materials produced at Cyber School expense.
- Likewise, Cyber School staff may not copy materials from copyright sources without giving credit to the other source and obtaining permission to duplicate the material. This is especially true regarding the use of instructional materials produced by online providers.

Delegation of Responsibility:

The CEO shall be responsible for making the staff aware of the copyright rules and ensuring that staff does not violate copyright rules.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.