

General Personnel

5:170 Copyright

Works Made for Hire

The Director shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board of Education policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured KASEC shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by KASEC's copyright compliance procedures and to obey the copyright laws. KASEC is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Director or designee whenever the staff member is uncertain about whether using or copying material complies with KASEC's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Director or designee, install or download any program on a KASEC-owned computer. At no time shall it be necessary for a KASEC staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement; Designation of KASEC Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of KASEC's online services. The Director or designee will register this information with the federal Copyright Office as required by federal law.

KASEC DMCA Agent:

Debra Quain, Director

P.O. Box 71

St. Anne, IL 60964

quaind@kasec.org

815.422.4151

LEGAL REF.:

17 U.S.C. §101 et seq., Federal Copyright Law of 1976.

105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

Adopted: January 12, 2023

Kankakee Area Special Ed Cooperative
