



CHAPTER 4	SECTION NO.
College Operations	4.04
REFERENCE	<i>Adopted: October 12, 2010</i>
4.04 Copyright Policy	<i>Reviewed: October 12, 2010</i>
	<i>Revised:</i>

It is the intent of the Board of Trustees of Kishwaukee College to adhere to the provisions of the *United States Copyright Law of 1976*, 17 U.S.C. 101 *et seq.* Therefore, the Board of Trustees directs the administration to develop and distribute to employees clear copyright guidelines that strongly encourage compliance with the copyright law and inform employees of their rights and responsibilities under the law.

Copyrighted works include, but are not limited to, printed articles from publications, audio and video recordings, television and radio broadcasts, photographs, software programs, database and web pages.

No student or employee of Kishwaukee College may reproduce, exhibit or engage in public performances of copyrighted works in print, video or digital form in violation of the law.

Illegal copies or illegal sharing of copyrighted software, movies or music may not be made or used on equipment owned by the College.

Employees who willfully disregard this policy do so at their own risk and assume all liability for their actions up to and including termination.