**Instruction** BP 6162.6

**USE OF COPYRIGHTED MATERIALS**

All College and Career Advantage (CCA) staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. CCA shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The Governing Board recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, CCA shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used in CCA. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

The Executive Director or designee shall be the only individual who may sign license agreements for software for CCA. CCA shall have a signed copy of the software agreement.

The Executive Director or designee shall maintain regulations to discourage violation of all copyright laws and prevent illegal copying activities.

*Legal Reference:*

*EDUCATION CODE*

*35182 Computer Software*

*UNITED STATES CODE, TITLE 17*

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| Policyadopted: October 16, 2008revised: February 28, 2024 | **COLLEGE AND CAREER ADVANTAGE**San Juan Capistrano, California |