

**Policy**

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EQUIPMENT, BOOKS, MATERIALS, AND COPYRIGHT MATERIALS

The Mount Laurel Township School District Board of Education shall supply each teaching staff member with the supplies, materials, and equipment necessary for the implementation of the approved program and each pupil with the supplies and materials required for the successful completion of courses of study.

Clothing or personal equipment as may be required for the safety and health of pupils or the protection of school property and are individualized or non-reusable and any materials used in the manufacture or preparation of useful or decorative items that pupils are permitted to retain are not provided by the school. No pupil will be denied participation in any course of study or school sponsored activity because of his or her financial inability to bear the cost of such clothing, equipment, or materials.

The chief school administrator shall oversee the development of guidelines for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

Copyright

The board encourages teaching staff members to make judicious use of appropriate printed materials, sound recording, televised programs, and computer software in the curriculum but recognizes that federal law, applicable to public school districts, protects the originators of those materials from the unauthorized use of their copyrighted works. The use of school equipment for the illegal reproduction of copyrighted materials is prohibited.

In order to define the "fair and reasonable" standard that teaching staff members may make of copyrighted works for educational purposes without the permission of the copyright owner, and to reduce the risk of copyright infringement, the chief school administrator oversee the development of guidelines regarding the copying and distribution of copyrighted materials for instructional purposes.

Computer software may be reproduced only for archival purposes or when copying is an essential step in the utilization of the program. Computer software should be purchased in sufficient quantity to permit its classroom use without simultaneous loading. Where appropriate, the chief school administrator shall seek a licensing agreement with the software publisher that permits the reproduction of software, the simultaneous use of software, and the purchase of multiple copies of software at discount prices.

Pupils and staff shall be instructed that copyright infringement is a form of theft. A pupil or staff member who reproduces or uses copyrighted material in violation of this policy may be subject to discipline.

Adopted: March 11, 1986  
Revised: November 14, 1989; April 30, 1997; May 24, 2005  
NJSBA Review/Update: June 2013  
Adopted: January 28, 2014

Key Words

Supplies, Materials, Books, Equipment

**Legal References:** N.J.S.A. 18A:34-1 Textbooks; selection; furnish free with supplies;  
Appropriations  
N.J.S.A. 18A:40-12.1 Protective eye devices;  
N.J.A.C. 6A:7-1.4 et seq. Responsibilities of the district board of education

N.J.A.C. 6A:8-2.1 Authority for educational goals and standards  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the performance of school districts  
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Possible**

**Cross References:** \*3220/3230 State funds; federal funds  
\*5145.4 Equal educational opportunity  
\*6121 Nondiscrimination/affirmative action  
\*6141 Curriculum design/development  
\*6142.2 English as a second language; bilingual/bicultural  
\*6161.1 Guidelines for evaluation and selection of instructional materials  
\*6171.3 At-risk and Title 1  
\*6171.4 Special education

\*Indicates policy is included in the Critical Policy Reference Manual.