



Department: Communications
Policy Number: COM-A005
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Copyright Policy

It is the intent of Clarksville-Montgomery County School System (CMCSS) that all employees shall adhere to the provisions of copyright laws in the use of instructional materials. CMCSS shall establish guidelines ([COM-G001](#)) regarding the use of copyrighted materials. All CMCSS employees must review these guidelines during the annual employee training. Upon completing the annual employee training, employees verify their completion by either signing the attendance sheet or by completing the online post-test the start of the school year. Principals are responsible for either referencing or including a copy of these guidelines in their faculty handbooks.

Implementing Procedures: None

Associated Documents: [COM-G001](#) Copyright Guidelines

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/2/18	IR	Initial Release

*** End of Policy ***