

General Personnel

Copyright

Joint Agreement employees are employed by the Administrative Agent District and, therefore, are subject to the policies and employment practices of Decatur Public Schools.

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 Executive Board 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 the Joint Agreement 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 the Joint Agreement’s copyright compliance procedures and to obey the copyright laws. The Joint Agreement 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 the Joint Agreement’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 Joint Agreement-owned computer. At no time shall it be necessary for a Joint Agreement staff member to violate copyright laws in order to properly perform his or her duties.

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

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

District DMCA Agent:

Matthew Swarthout
Name
620 E Garfield; Decatur 62526
Address
MLSwarthout@dps61.org
Email
217-362-3055
Telephone

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.
105 ILCS 5/10-23.10.

ADOPTED: April 16, 2026