

**Policy**

INSTRUCTIONAL SERVICES AND RESOURCES

The Little Silver Board of Education believes that personnel and materials appropriate to the needs of the school program must be available to each student and teacher.

To be in compliance with the requirements of federal law, the board of education directs the superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of such materials is ensured among the schools. Staff assignments shall comply with this directive.

When a school fails to achieve adequate yearly progress as defined by the state for two consecutive years, all provisions in federal law shall be followed.

The board will endeavor to provide the supportive resources and personnel necessary for teachers to implement the approved curriculum in their classrooms and work effectively with children.

It will be the administration's responsibility to set up and maintain such central services for curriculum materials, including audiovisual materials, as are needed, and appropriate channels through which teachers and students will be supplied with these resources.

In addition, there will be a media resource center and media specialist to offer children instruction and teachers assistance in selecting and using learning resources.

Use of Copyrighted Materials

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 board expressly forbids the use of school equipment for the illegal reproduction of copyrighted materials.

In order to define the fair and reasonable use 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 board directs the superintendent to promulgate regulations 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 superintendent 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.

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

INSTRUCTIONAL SERVICES AND RESOURCES (continued)

Adopted: October 8, 2009  
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Key Words

Instructional Services, Instructional Resources

**Legal References:** N.J.S.A. 18A:34-1 Textbooks; selection; furnish free with supplies; appropriations  
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  
  
Every Student Succeeds Act, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

**Possible**

**Cross References:** \*3220/3230 State funds; federal funds  
\*4113/4213 Assignment; transfer  
\*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.