

Policy V.5003.C, Appropriate Use of Copyrighted and Trademarked Materials

Purpose

This policy provides guidance for use of copyrighted and trademarked materials by employees of San Jacinto College. This policy aligns with Policy V.5003.B, Intellectual Property Rights.

Policy

It is the policy of the College to comply with federal and state laws regulating the use of copyrighted, patented, trademarked, and other proprietary materials in all forms, including in print or other hard copy, in any electronic form, or on audio or video recording.

Employees are responsible for complying with applicable law and must refrain from the unauthorized copying, reproduction, or dissemination of copyrighted works. Except as allowed by law, the reproduction, public distribution (including digital transmission), public display, public performance or creation of derivative works, without the consent of the copyright owner, is prohibited.

Supervisors at all levels are responsible for ensuring that college employees receive training and that the procedures are followed.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure V.5003.C.a, Use of Copyrighted Materials

Procedure V.5003.C.b, College Marks

Date of Board Approval	December 9, 2024
Effective Date	December 10, 2024
Primary Owner	Deputy Chancellor/President
Secondary Owner	Provosts