

Requester:**Date Request Received/Request No:****Copyright Cease & Desist Notification Memo**

Purpose: Inform of steps to be taken to complete the copyright cease and desist process

Completed

| | | |
|----|---|--|
| 1. | Digital communication specialist/Tech notified by C&D coordinator of cease and desist request to determine teacher name, school, and where located on website | |
| 2. | C&D coordinator will log information on Cease & Desist Tracking Form | |
| 2. | Information sent back to C&D coordinator from Digital communication specialist/Tech - Link to location of document(s) - Image and/or pdf of document(s) | |
| 3. | Digital communication specialist/Tech make link inactive | |
| 4. | C&D coordinator composes and emails teacher (cc appropriate director and tech) "Teacher Letter" along with documents in question <i>Email: Please see attached letter and document(s) and respond to kkrachtus@sd308.org (cc director) within four (4) days. Thank you!</i> | |
| 4. | Teacher responds back to email regarding copyright status (within 4 days) | |
| 5. | If no license for material, digital communication specialist notified by C&D coordinator to permanently remove, deactivate or move link in question to private page | |
| 6. | Digital communication specialist/tech sends confirmation to requestor (cc to C&D coordinator) to confirm link or material was removed, deactivated or move link in question to private page | |
| 7. | If requestor requires further documentation that link or material was removed, deactivated or moved, then involve law firm | |
| 8. | Asst. Supt. reviews legal response letter | |
| 9. | Legal firm mails certified letter to requester | |

| | | | |
|-----------------|----------------|----------------------------------|--------------|
| C&D Coordinator | Cindi Krachtus | Digital Communication Specialist | Lorie Jessup |
| Tech | Sue Hovis | Legal | TBD |