



COMMUNITY UNIT SCHOOL DISTRICT

Policy 5:170.E2

(DATE)

Dear (TEACHER),

File(s) stored on the district's servers have been identified as copyrighted materials that are accessible to all Internet or district users in violation of copyright law. We have removed the link for the time being, pending licensing confirmation. *The document(s) have been attached to this email for your review.*

Within **(4 working days)** please send to me (ckrachtus@sd308.org) an email indicating whether or not you have purchased the appropriate licensing for the materials to be posted publicly on the internet (*cc: appropriate director's email*).

The following link(s) to document(s) in question have currently been removed from the website:
(*link to document in question*)

If you have posted the files on the district's provided teacher website and wish to retain them for your personal or classroom use, note the following:

If you own the copyright to the material(s), there's no need to remove the file(s) as long as the file(s) is made INACTIVE to general Internet users. The file(s) currently has/have been removed but can be restored if necessary. Please note, should you wish to provide copies to your students, copyrighted material(s)/file(s) can be set to ACTIVE, and restricted to use by students.

If you have further questions, please contact (*name, director*), at (*email address*).

Sincerely,

Cindi Krachtus

Cease and Desist Coordinator