

Copyright Issues

Several times a year the webmaster gets a copyright infringement notice for the website. Below is the protocol for handling these notices.

If it is a file in the Blackboard web app:

1. Determine where the file or page is located
 - a. When a link is sent you can find the section by examining the URL if it is in the Blackboard app.
example: <https://www.everettsd.org/cms/lib/WA01920133/Centricity/Domain/2026/Support%20Schedule.pdf>
 - b. The [Domain/2026](#) can be added to the domain address to see what section contains the file. <https://www.everettsd.org/Domain/2026>
2. Open the editor and navigate to the correct section
3. Open the Files and Folders area and locate the name of the file [Support%20Schedule.pdf](#) and delete it.
4. Notify the editor of that section of the infringement and deletion.
5. Reply to the original notice that the issue has been rectified.

If the file is in DocuShare:

1. Locate the file
 - a. You can search in DocuShare by title or handle.
 - b. <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-89352/District%20Colors.pdf>
 - c. Title: [District%20Colors.pdf](#) handle: [Document-89352](#)
 - d. In the search page the location should appear below the title.
2. Determine if this is a file that is acceptable if not public.
3. If acceptable with login apply permissions to the file
4. If it is not acceptable in any circumstance delete the file.
5. Notify the department of the collection that contains the file of the infringement and deletion.
6. Reply to the original notice that the issue has been rectified.

If the infringement is content on a page:

1. Make the page inactive
2. Contact the page editor or their supervisor if the editor is not available and have them edit the page before activating it again
3. If it is a home page that cannot be activated copy the content into a text file and then delete the infringing text. Send a notice to the editor of the infringement and the steps you took.
4. Reply to the original notice that the issue has been rectified.