

## BP 3710 Securing of Copyright

Reference: *Education Code Sections 72207, 81459, 17 United States Code 201*  
Board Approved: 04/13/05

The President/Superintendent is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District.

The procedures developed by the President/Superintendent shall assure that the District may use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the President/Superintendent shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making and its collective bargaining agreements.

**See Administrative Procedures #3710.**

## BP 3710 Securing of Copyright

Reference:  
*Education Code Sections 72207, 81459, 17 United States Code 201*

**Note: The following policy is legally advised.**

The [ CEO ] is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the [CEO] shall assure that the District may use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the [ CEO ] shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.

See Administrative Procedures [ # ].

## BP 3715 Intellectual Property

References: *17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq.*

Board Approved: 04/13/05

The President/Superintendent shall develop procedures that define the rights, interests, protection and transfer on intellectual property created by the District employees and students.

## BP 3715 Intellectual Property

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*17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq.*

The [CEO] shall develop procedures that define the rights, interests, protection and transfer of intellectual property created by the District employees and students.

New 02/05

## BP 3720 Computer Use

Board Approved: 04/13/05

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President/Superintendent shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

**See Administrative Procedures #3720.**

## BP 3720 Computer and Network Use

Reference:

*Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b)*

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See Administrative Procedures [ # ].

Revised 08/06

## BP 3810 Claims Against the District

Reference: *Education Code Section 72502; Government Code Sections 900 et seq.; 910*  
Board Approved: 04/13/05

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District is the Office of the President/Superintendent.

See Administrative Procedure #3810.

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- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits or other types of legal process upon the District is/are:

*[ If locations are different for receiving different types of legal services or notices, such as those related to student records, employee records, and others, list the various locations. Otherwise, list where legal process should be served. ]*

See Administrative Procedure [ # ].

Revised 02/03

## BP 3820 Gifts

Reference: *Education Code Section 72122*

Board Approved: 04/13/05

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability, or sexual preference; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

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**Note: A district should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a district should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability or sexual preference.**