

Copyright and Fair Use

Printed Materials for Entire Class Use **(Copy for each student)**

- Poems less than 250 words
- Longer Poem: 250 words
- Articles, stories, or essays less than 2,500 words
- Longer Work: 10% of work or 1,000 words, whichever is less
- One chart, picture, diagram, graph, cartoon per book or periodical

Printed Materials for Teacher Use **(1 copy)**

- A chapter from a book
- An article from a periodical or newspaper
- One chart, picture, diagram, graph, cartoon per book or periodical

Printed Materials for Replacement **(Up to 3 copies)**

- An entire work
- Portions of a work
- A work in which the existing format has become obsolete

● **Videos for Classroom Use**

- Purchased or rented videotapes, DVDs, or Laserdiscs can be used by teachers without restrictions of length, percentage, or multiple use. Must be used for education purposes, NOT for entertainment, reward or behavior modification purposes. “Entertainment” and “reward” are explicitly excluded under copyright guidelines.
- Copies may be made for archival purposes or to replace lost, damaged, or stolen copies.

● **Videos for Educational Use**

For integration into multimedia or video projects

- 10% or 3 minutes, whichever is less of Videos, DVDs, Laserdiscs, Multimedia encyclopedias, QuickTime Movies, Video Clips from the Internet
- Proper attribution to copyright holder.

● **Music for Educational Use**

For integration into multimedia or video projects

- Records, Tapes, CDs, DVDs, Audio clips on the Web
- Up to 10% (maximum of 30 seconds) of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia project produced by an educator or students.
- You cannot copy to avoid purchasing.
- Must use lawfully acquired copy.
- File sharing copyrighted music is illegal. Using file-sharing programs such as Kazaa to download music is illegal.

● Illustrations and Photographs

- Single works may be used in their entirety, but no more than 5 images by an artist or photographer.
- From a collection, no more than 15 images or 10%, whichever is less.

● Internet Text, Images, and Sound for Educational Purposes

- Images may be downloaded for student projects and teacher lessons.
- Resources from the Web **may not be reposted** onto the Internet without permission.
- See restrictions noted for printed text, recorded sounds, and images.

● Student Guidelines

- In creating their own multimedia projects for educational classes, students can use small portions of copyrighted works.
- Under Copyright Law, students are allowed to show their presentations in class.
- Students are allowed to keep their work in a portfolio and use this later for school interviews and/or job interviews as examples of their academic work.

● Computer Software

- One machine at a time may use the software program.
- Read and follow the licensing agreement.
- Make one backup copy of the program you own for back-up purposes.

● **Requesting Permission**

- Request permission to copy

By phone, e-mail, or letter. Keep written proof of the permission

- Include Author, Title, Publisher, Place, and Date of Publication

- Sample letters requesting permission:

<http://www.umuc.edu/library/sample.html>

<http://www.bham.wednet.edu/copyperm.htm>

Credit Your Source

Include Author, Title, Publisher, Place, and Date of Publication

- MLA Style

<http://www.noodletools.com/quickcite/>

- APA Style

<http://www.apastyle.org/elecref.html>

- Tutorial on Citing Internet and Electronic Resources

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html>

Credit Your Source

For Elementary Students

- Research and Style Manual

Grade 1 through Grade 6

<http://nausetschools.org/research/works2.htm>

● **School Districts and Teachers are liable for copyright violations.**

- Copyright and Fair Use Law is subject to MANY gray areas and it is **YOUR** responsibility as an educator to ensure that you have followed the guidelines.

- Remember –

When in doubt, get permission...

(...and keep the permission letter)