

Copyrighted Materials/Notice of Use**RESPONSIBILITY TO INFORM**

The Principal/designee shall inform school personnel of the following procedures regarding the duplication of copyrighted materials:

1. Material including, but not limited to, the following may be subject to copyright protection:
 - a) Musical
 - b) Dramatic
 - c) Literary (including workbooks, tests, etc.)
 - d) Pictorial
 - e) Sound recordings
 - f) Audiovisual works
 - g) Computer software
 - h) Architectural works
 - i) Choreographic works
 - j) Images, videos and sound files downloaded from the Internet
2. Copyrighted materials that are copied shall not be used for profit.
3. The teacher may make a single copy of copyrighted material in preparation for class.
4. Except for computer software, the "Fair Use" allowance permits limited reproduction and use of copyrighted materials for classroom use. These limits are documented in the attached document "Copyright and Fair Use Guidelines for Teachers". This document must be posted every library and teachers must adhere to its recommendations.
5. Except for computer software, if the teacher needs multiple copies, the number shall not exceed one (1) copy per student.
6. In the case of computer software, a single copy may be made to be used only for "back-up" or archival purposes.
7. Schools cannot show "home use only" videos (the kind you usually find in video rental stores) for rewards or entertainment unless they have an "Umbrella License".

DIGITAL TECHNOLOGY/DISTANCE LEARNING

The District may use instructional transmissions as part of any distance learning classes, provided use complies with guidelines set forth in federal regulations and the following criteria are met:

1. The performance and/or display is a regular part of instruction; and
2. Technical measures are utilized to reasonably prevent keeping material beyond the class session and distributing it.

Copyrighted Materials/Notice of Use**COPYRIGHT AND FAIR USE GUIDELINES FOR TEACHERS**

This chart is designed to provide information about what may be done under the law. A PDF version is available at www.techlearning.com. More detailed information about fair use guidelines and copyright resources is available at www.halldivision.net.

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	<ul style="list-style-type: none"> Poem less than 250 words, 250-word excerpt of poem greater than 250 words; Articles, stories, or essays less than 2,500 words; Excerpt from a longer work (10% of work or 1,000 words, whichever is less) One (1) chart, picture, diagram, or cartoon per book or periodical issue; Two (2) pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book 	<ul style="list-style-type: none"> Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes. Students may incorporate text into multimedia projects. 	<ul style="list-style-type: none"> Copies may be made only from legally acquired originals. Only one (1) copy allowed per student. Teachers may make copies in nine (9) instances per class per term. Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the District. Don't create anthologies. "Consumables" such as workbooks may not be copied.
Printed Material (archives)	<ul style="list-style-type: none"> An entire work Portions of a work <p>A work in which the existing format has become obsolete, e.g. a document stored on a Wang computer.</p>	<ul style="list-style-type: none"> A librarian may make up to three (3) copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost or stolen." 	<ul style="list-style-type: none"> Copies must contain copyright information. Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books
Illustrations and Photographs	<ul style="list-style-type: none"> Photograph Illustration Collection of photographs Collection of illustrations 	<ul style="list-style-type: none"> Single works may be used in their entirety, but no more than five (5) images by a single artist or photographer may be used. From a collection, not more than fifteen (15) images or ten percent (10%), whichever is less, may be used. 	<ul style="list-style-type: none"> Although older illustrations may be in the public domain and don't need permission to be used, sometimes, they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org.
Video (for integration into multimedia or video projects)	<ul style="list-style-type: none"> Videotapes DVDs Laserdiscs Multimedia encyclopedias Quick Time Movies Video clips from the Internet 	<ul style="list-style-type: none"> Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10 percent (10%) or three (3) minutes (whichever is less) of "motion media". 	<ul style="list-style-type: none"> The material must be legitimately acquired (a legal copy, not bootleg, or home recording). Copyright works included in multimedia projects must give proper attribution to copyright holder
Music (for integration into multimedia or video projects)	<ul style="list-style-type: none"> Records Cassette tapes CDs Audio clips on the Web 	<ul style="list-style-type: none"> Up to ten percent (10%) of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students 	<ul style="list-style-type: none"> A maximum of thirty (30) seconds per musical composition may be used. Multimedia program must have an educational purpose.

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COPYRIGHT AND FAIR USE GUIDELINES FOR TEACHERS (CONTINUED)

<p>Computer Software</p>	<ul style="list-style-type: none"> • Software (purchased) • Software (licensed) 	<ul style="list-style-type: none"> • Library may lend software to patrons. • Software may be installed on multiple machines, and distributed to users via a network. • Software may be installed at home and at school. • Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a vehicle format. 	<ul style="list-style-type: none"> • Only one (1) machine at a time may use the program. • The number of simultaneous users must not exceed the number of licenses, and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. • Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
<p>Internet</p>	<ul style="list-style-type: none"> • Internet connections • World Wide Web 	<ul style="list-style-type: none"> • Images may be downloaded for student projects and teacher lessons. • Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above). 	<ul style="list-style-type: none"> • Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. • Any resources you download may have been legitimately acquired by the Website.
<p>Television</p>	<ul style="list-style-type: none"> • Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) • Cable (e.g., CNN, MTV, HBO) • Videotapes made of broadcast and cable TV programs 	<ul style="list-style-type: none"> • Broadcasts or tapes made from broadcast may be used for instruction. • Cable channel programs may be used with permission. May programs may be retained by teachers for years-see Cable in the Classroom (www.ciconline.org) for details. 	<ul style="list-style-type: none"> • Schools are allowed to retain broadcast tapes for a minimum of ten (10) school days. (Enlightened rights holders, such as PBS, Reading Rainbow, allow for much more. • Cable programs are technically not covered by the same guidelines as broadcast television.

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