

**COPYRIGHT LAW/  
PRINTING AND DUPLICATING SERVICES**

771-Rule (1)

1. Recording Videos/Audio

In order to adhere to copyright laws, employees of the school district will abide by the following regulations governing Video/Audio recordings:

- A. A television program may not be recorded by either students or staff at home from a broadcast or cable transmission and be used at school. Home taping must be for home use only.
- B. A videotape rented from a video store and marked "For Home Use Only" may not be shown at school
- C. A videotape purchased by the school district may be used in the school only for face-to-face instruction by an individual teacher, not for entertainment.
- D. Individual teachers must request that a specific program be recorded by LMTC staff. General recording in anticipation of teachers' requests is not permissible.
- E. Off-air recordings for classroom instructional purposes are permissible. (This does not include rewards or incentives.) These should be used within ten days of the original broadcast and erased within 45 days.
- F. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- G. The use of any illegal copies in the classroom is not permitted and users will be held responsible for such act.

2. Duplication Computer Software

In order to adhere to copyright laws, employees of the school district will abide by the following regulations governing software:

- A. School computers are not to be used to make illegal copies of software.
- B. The use of any illegal copies of software in the classroom is not permitted and users will be held responsible for such acts.

3. Duplicating Printed Materials

In order to adhere to copyright laws, employees of the school district will abide by the following regulations governing photocopying:

A. A teacher may:

(1). Make a single copy of the following:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, short essay, or short poem
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper

(2). Making multiple copies (not to exceed one per student) for classroom use of the following:

- A complete poem if less than 250 words
- A poetic excerpt if less than 250 words
- A prose excerpt if from 500-1000 words
- One illustration (chart, diagram, graph, drawing, cartoon, or picture) per book or periodical
- An excerpt of up to two pages of “special works” containing words and pictures

B. A teacher may not:

- (1). Copy from works intended to be consumable (workbooks, exercises, standardized test booklets and answer sheets).
- (2). Copy to substitute for purchase of books, periodicals, music or recordings.
- (3). Copy to make anthologies or compilations or to replace or substitute for them.
- (4). Ask others to do illegal copying for them.
- (5). Copy the same item from term to term without securing permission.
- (6). Utilize more than nine instances of multiple copying per course, per term.
- (7). Copy more than one short work or two excerpts from one author’s work in any one term.

4. Music

- A. The “Fair Use” criteria outlined above and the guidelines under “fair use” for music should be applied to each intended use before copying and copyrighted music or musical works.
- B. Permissible uses include:
  - (1). Emergency copying to replace purchased copies which are unavailable for an imminent performance,
  - (2). Making copies of excerpts of works for academic purposes,
  - (3). Editing or simplifying purchased works provided that the fundamental character of the work is not changed,
  - (4). Making a single copy recording of a student performance, and
  - (5). Making a single copy of a copyrighted sound recording for the purpose of an aural exercise or examination.
- C. Notwithstanding the above, the following shall be prohibited:
  - (1). Copying to create or replace anthologies,
  - (2). Copying of or from works intended to be consumable,
  - (3). Copying for the purpose of performance,
  - (4). Copying to substitute for the purchase of material, and
  - (5). Copying without the inclusion of the copyright notice.

5. Libraries

- A. According to the proviso of Section 108 of the copyright law (Public Law 94-553, Title 17), a library or any of its employees acting within the scope of their employment may reproduce copies of print works and phonorecords under specific circumstances:
  - (1). Purposes of preservation,
  - (2). Purposes of private study, scholarship or research, and
  - (3). Purposes of interlibrary loan.
- B. Notwithstanding any of the above, the following shall be prohibited:
  - (1). Copying for direct or indirect commercial advantage,
  - (2). The systematic reproduction for distribution of single or multiple copies, and
  - (3). Copying to substitute for a subscription to a work or the purchase of a work.
- C. Libraries must display prominently, at the place where orders for reproductions are accepted, a warning that copying will be done in accordance with the copyright law.
- D. Reproducing equipment located on the premises must display the proper notice that the making of a copy may be subject to the copyright law.

6. Permission to Use Copyrighted Materials

There are many uses that can be made of copyrighted materials beyond those provided under fair use, if permission is granted first. There may be a charge for such use or it may require payment, provide ownership is recognized. (See 771 Rule 2)

NOTE: The regulations governing the copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

ADOPTED: June 2000

Waunakee Community School District