

COPYRIGHT GUIDELINES FOR EDUCATORS

Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Internet: Everything on the Internet is automatically copy-right protected (except for U.S Government documents in public domain). The Berne convention created uniform laws for the worldwide web. One of these laws is that everything created privately and originally after April 1, 1989 is copyrighted; with or without notice on the web page. Many works on the Internet are available for public use. However, the author of the work must have explicitly granted it to public domain. Anything in public domain can be used or copied without giving credit to the owner. Often, access to works on the Internet is granted easily by contacting the author of the work. Gaining permission can avoid costly legal matters.

- Users cannot transfer graphics or works, without the knowledge of the owner, and post them somewhere else on the Internet. (Pinterest?)
- Users can not post electronic-mail, wholly.
- Full page captures from the Internet can violate copyright if used for classroom distribution
- Forward or copy e-mail without permission

When creating a web page: You **can** link to other websites, but first check the site carefully for restrictions. You may also use free graphics and public domain music. You **cannot** copy anything from another website, cut and paste information from several sites, copy graphics and/or lists of resources, and change context or meaning of any information on another website.

Video/DVD: Can be shown in the classroom **only** if they meet **all** of the following requirements:

- **Related to Curriculum** – Teachers must be able to show how the video relates to the current lesson being taught.
- **Acquired Legally** – Off-air videos (recorded programs) can be used only within the first ten days of school following the broadcast. After that it can be used by teachers for evaluation purposes and must be erased at the end of 45 calendar days. Many off-air recorded programs can be purchased.
- **Cable or Satellite programs** do not fall under the same guidelines as broadcast channels. Check the program guides for specific details.

Helpful Notes:

Movie License – The district purchases a licensing agreement every year that allows certain made for entertainment movies to be shown. Disney-Pixar, Universal, Warner Brothers, Miramax, Columbia, Metro Goldwyn Meyer, and TriStar to name a few.

Reminder – A video should not be shown in its entirety when a 10-20 minute segment will often best illustrate the concept or idea.

It is NEVER acceptable to:

- Make an anthology or collection from clips or excerpts.
- Transfer the work to another medium, e.g., video to DVD.

Software: The software loaded by the EISD Technology Dept. on the computer in a classroom or office has been legally obtained and is licensed for use.

- If a faculty member installs personal software on a school computer, the software license and/or receipt of payment must be kept at school and permission must be granted from the principal before installing.

Music: Fair uses of music

- Duplication in an emergency *temporarily* to replace purchased copies. (e.g., A student loses or forgets sheet music the night of a performance)
- Excerpting small portions of music for non-performance instructional purposes.
- Editing or simplifying printed copies which have been purchased, as long as the fundamental character of the work is not distorted or lyrics changed or added.
- Making a single copy of a sound recording owned by the teacher or institution for the purpose of constructing aural exercises or examinations.

The music guidelines also include restrictions which make it clear that copying without notice to avoid purchase or to replace consumables is not to be considered fair use.