

Fair Use Dos and Don'ts - Quick Reference Guide

Movies	
Dos	Don'ts
Not for profit or educational use	Recreational use *
Face to face teaching in a classroom	Online or remote teaching
Presented by an instructor	
Acquired legally (from your library), DiscoveryEducation or a streaming service IF covered by the MLA*	Personal Streaming Services accounts.
YouTube video – original content or uploaded by copyright holder (ie. National Geographic)	YouTube video – bootleg copy
Alter a video (including YouTube) – only if YOU are the original creator. You may use SafeShare.	Alter a video (including YouTube) – you may NOT use SafeShare, etc.
* Each building purchases a Movie Licensing Agreement which allows you to use content from several studios: Check with your librarian for details.	

Images	
Dos	Don'ts
Use our image databases to select images: Britannica Image Quest (all buildings); AP Photo Archives (middle schools)	Just copy any image from the internet
Limit your search criteria with filters: <i>Usage rights for Google</i> and <i>License for Bing</i> images (Creative Commons)	Use anything with a watermark from a major photo seller such as Getty, iStock, Dreamstime, Shutterstock.
Keep student work behind password protected pages	Post student work that may include copyrighted photos.
Attribute your images by pasting the URL on the image	
ENSURE your images are free for use if you are posting it on the web. You may need to ask for permission from the creator/copyright holder.	Keep your fingers crossed and hope no one catches you 😊

Copies (Document sharing)	
Dos	Don'ts
PHOTOCOPIES: Make a single copy of a book chapter Make a single copy of an article from periodical/newspaper Make a single copy of a short story/essay/poem Copy a chart/graph/diagram/picture/cartoon from a book, periodical or newspaper.	PHOTOCOPIES: Create your own anthology from pieces gathered. Copy from works that are consumable (workbooks, tests) Substitute copying for purchasing Copy the same item from term to term Make copies of copyrighted syndicated cartoon characters (ex. Disney)
Make multiple copies of articles from our databases	
Link to articles online	

Artificial Intelligence	
Dos	Don'ts
Use <i>Adobe Express</i> for Image Creation	Use copyrighted images without express permission
Check terms of service for online platforms about use of their content with AI tool	Don't assume all AI-generated content is copyright-free
Use AI to brainstorm or generate ideas	

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