



Cache County School District

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4670

Copyright

It is the intent of the Cache County School District to adhere to the provisions of the copyright law of the United States (Title 17, United States Code)) regarding print and non-print instructional materials.

Cache County School District recognizes that copyright infringement can be a problem for industry. Additionally, violations of copyright laws contribute to high costs and lessen incentives for the development of good education materials. In an effort to discourage violation of copyright laws and to prevent such illegal activities, federal and state laws must be followed. Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of “Fair Use” guidelines provided in the Copyright Act; otherwise, the individual responsible for use or reproduction may be liable for infringing the copyright under existing laws.

The Cache County School Board in recognizing the importance of the copyright law of the United States (Title 17, United States Code) asserts that employees who willfully infringe copyright law will be subject to disciplinary action, up to and including termination of employment.

Library Media teachers within the Cache County School District, with the support of school and district administration, will be responsible to provide guidelines for faculty and staff in regard to copyright issues. An addendum (below) to this policy entitled “Classroom Copyright Chart” will be periodically reviewed and updated to reflect current copyright law.

Medium	What You Can Do	According to	The Fine Point
Printed Material (including Text for Use in Multimedia Projects)			
Poem less than 250 words Excerpt of 250 words from a 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--but	Teachers may make multiple copies for classroom use. Students may incorporate text in multimedia projects. Teachers may incorporate into multimedia for	United States Copyright Office Circular 21 Fair Use Guidelines for Educational Media	No more than one copy per student. Usage must be: At the "instance and inspiration of a single teacher" and when the time frame doesn't allow enough time for asking permission. Only for one course in the school. No more than nine instances per class per term (current news publications such as

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a minimum of 500 words) One chart, picture, diagram, graph, cartoon or picture per book per periodical issue Two pages (max) from an illustrated work less than 2,500 words (like children's books)	teaching courses.		newspapers can be use more often). Don't create anthologies. "Consumables" can't be copied Don't do it every term (if time allows, seek permission). Can't be directed by "higher authority." Copying can't be substitute for buying. Copies may be made only from legally acquired originals. Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
A chapter from a book, An article from a periodical, short story, short essay, or short poem, Chart, graph, diagram, drawing, cartoon, picture from a book, periodical, newspaper	Teachers may make a single cop for teacher use for research or lesson preparation.	United States Copyright Office <i>Circular 21</i>	Same as above.
Portions of a work, an entire work, a work if "the existing format in which a work is sorted has become obsolete"	A librarian may make up to three copies "solely for the purpose of replacement of a copy...that is damaged,	Section 108 Copyright Act (1976) as amended by the Digital Millenium Copyright Act	The library must first determine that after "reasonable investigation that copy...cannot be obtained at a fair price" or that the format is obsolete.

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	deteriorating, lost, or stolen.”		
Video			
Videotapes (purchased) Videotape (rented) DVD, Laser Discs	Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use. May be copied for archival purposes or to replace lost damaged, or stolen copies	Section 110 of the Copyright Act	The material must be legitimately acquired (a legal copy). It must be used in a classroom or similar place "dedicated to face-to-face instruction". Not for use as entertainment or reward. The use should be instructional. The place should be a non-profit educational institution. If replacements are unavailable at a fair price or are available only in obsolete formats (e.g., betamax videos)
Video (Motion Media) for use in Multimedia Projects			
Videotapes, DVDs, Laser Discs, QuickTime, Movies, Encyclopedias (CD ROM)	Students “may use portions of lawfully acquired copyrighted works in their academic multimedia”, defined as 10% or three minutes (whichever is less of “motion media”.	Fair Use guidelines for Educational Multimedia.	“Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use.” <i>Tina Ivany, UC San Diego 12/08/95</i>

Legal References:

Approved by the Board of Education: September 1, 2007.