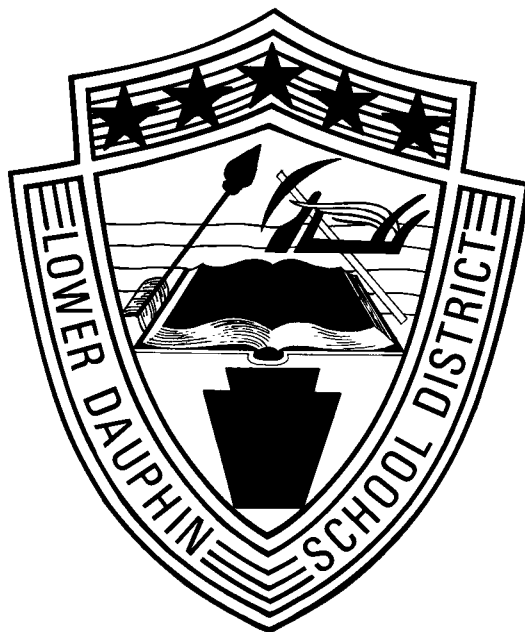


One-to-One Laptop Guidebook



Lower Dauphin School District

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1. Vision

For all students to be successful, it is our commitment to provide customized educational opportunities and quality instruction that promote creativity, collaboration and problem-solving in a safe, supportive environment. Lower Dauphin School District is preparing our students to live and work by providing them with the technology tools and skills necessary to integrate technology into daily practices and to enhance customized learning.

2. Goals and Objectives

Lower Dauphin School District's One-to-One computer initiative integrates technology in daily instructional practices to:

- Promote student engagement and enthusiasm for learning.
- Make resources for learning available both in and outside of school.
- Expand self-paced student learning opportunities.
- Use collaborative platforms and strategies to share ideas and to learn.
- Provide students access to information, along with the opportunity to connect it to curriculum in a meaningful manner.
- Engage students in authentic real-world activities and projects.
- Encourage collaboration, creativity, and critical thinking.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation.

3. What is One-to-One Computing?

One-to-One Computing is a concept where every student has 24/7 access to the same laptop computer for use in every class and at home. The student and his/her parent/guardian are responsible for that computer. Through this program, teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real-world assignments, seek out legitimate digital information to solve real world problems, and collaborate with their peers, teachers, and subject area experts in new ways.

4. Terms of Laptop Loan

4.1 Issuing Laptops

All students enrolled at Lower Dauphin School District may be issued a laptop or iPad. The computing device may be assigned to individual students, depending on the grade level, and the serial number of the device will be recorded. The device issued to the student will remain with the student until it is replaced by the school district or the student withdraws from school. The device and all accompanying accessories remain the property of Lower Dauphin School District (LDSD).

Computing devices are a necessary instructional tool, just as assigned textbooks. Students will need the computer assigned to them to be successful and prepared participants of Lower Dauphin School District.

Students who are assigned a computer are responsible for having it in school every day, as well as ensuring that the laptop is fully charged. The laptop is not to be left unsupervised in unsecured locations.

4.2 Computing Device

The following will be issued to each student:

1. (1) Computing Device (either laptop or iPad)
2. (1) AC Adapter and Power Cord
3. (1) Carrying Case

Computers will be Internet capable. All computers will have web-filtering software installed. Web filtering software will be active both at school and off campus. Anti-virus/malware software will also be installed.

Other software may be installed by members of the LSD's Technology and Information Systems Department or made available to students for self-installation through a software self-service portal provided by the district. The software installed by LSD must remain on the laptop in usable condition.

Students who qualify for assistive technology devices as documented in the student's IEP may be issued an alternative device based on their IEP.

5. Device Care Guidelines

Computers are sensitive machines. Below are guidelines to help you care for your assigned device. The following guidelines are not all inclusive but serve, instead, as an overview of proper care.

5.1 General Precautions

- Keep your device in the school-issued carrying case when it is not in use.
- Do not overload the carrying case with other items or items that may damage the device.
- Do not sit on your computer or place any objects on top of it. Doing so may cause damage to the screen and internal components.
- Do not pick up or carry your device by the screen (laptops) or push against the screen with more force than necessary to operate the touch screen.
- Do not touch the screen with pens, pencils, or any sharp instruments. A stylus may be used.
- Do not leave pens, pencils, or papers on the keyboard (laptops) when closing the screen.
- *Keep liquids, food, pets, and debris away from the computing device. Do not keep food, food wrappers, or drink containers in or near the carrying case.*
- When using the computer, gently place it on a flat, solid surface. This will allow air to circulate properly and keep the laptop from overheating. For example, placing the laptop on a pillow or blanket may block airflow.
- Do not expose your device to extreme temperatures (below 35 degrees or above 90 degrees Fahrenheit).

- Keep your device away from magnets, including large speakers, amplifiers, transformers, and vacuum cleaners.
- Do not leave your computer unattended, such as in a car or area where it may be damaged or stolen.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never attempt to repair or reconfigure the computer. Under no circumstances are you to tamper with the internal components or remove any screws.
- You are not permitted to install a second operating system on the computer, to upgrade or repair the computer, or to have a third-party upgrade or repair the computer.
- Except for travel between classes, do not leave your laptop turned on while it is inside of the laptop bag.
- A label and an asset tag have been applied to your laptop for identification purposes. Do not remove or cover them up.

5.2 Carrying Your Computing Device

- All computing devices and components are to be carried in the school approved laptop carrying case at all times.
- Carefully unplug all cords and accessories before placing it into the case or carrying it.
- If you are not using your computer in your next class, turn the device off completely.
- Turn off your device before traveling between home and school.
- Remember to close the lid before carrying the laptop.
- Be sure zippers on any cases are completely closed.

5.3 Cleaning Your Computer

1. Disconnect the device from electrical outlets before cleaning.
2. Completely shut down the computer.
3. Clean the screen and touch pad with a lint-free, anti-static cloth or LCD approved anti-static cleaner or wipe.

***Never use glass cleaner (such as Windex), water, or other liquids that are not approved for use on touch screen displays.*

5.4 Battery Life and Care

- It is your responsibility to bring your assigned computer to school fully charged every day. Electrical outlets may not be available in classrooms for recharging.
- Bring computer charging cables with you to school to recharge the battery if necessary.
- The computer should not always be kept at a 100% charge (always plugged in).
- Keep your computer set to the battery plan that was set by the district.
- Use a surge protector while charging whenever possible.
- During prolonged periods of inactivity, shut your computer down completely.
- Use standby or hibernate mode during short periods of inactivity (close the laptop lid).

- Dimming the brightness of the screen will extend battery run time.
- Do not access radio and videos that are not related to your coursework.

5.5 Computer Security

- Make sure that your computer is supervised at all times.
- In the event of a fire drill or other classroom evacuation, computers may be left in the classroom. Classroom doors will be secured.
- You are encouraged to take the computer home every day, regardless of whether or not the computer is needed, unless otherwise specified by your teacher or school.
- Do not store your computer in your vehicle, especially when the internal temperature of the car may be very hot or very cold.
- During after-school activities you are still expected to maintain the security of the device. Students may secure computers in a locked locker. Report to the main office for locker access if needed.
- Do not lend your computer to any other person for any reason. The computer should only be used by the person to whom it was assigned. This includes other family members. Parents/legal guardians may only use the computer to assist their child with a school assignment or perform supervisory tasks such as to inspect internet search history.
- The computer should not be turned in to anyone other than a LDS D employee. For repairs, your device must be turned in to the student helpdesk or other locations specified by the school.
- The computer has internet content filtering software installed. The software may not be removed, altered, or circumvented.
- Internet activities will be monitored. An activity report may be run periodically to verify appropriate use.
- A parent/ guardian should supervise use of the computer during non-school hours.
- All policies, including the Acceptable Use Policy and Acceptable Use of Social Media and Digital Communications, are applicable and in force whenever the laptop is in use, whether during or after school hours.
- Each computer has identifying labels, including a serial number and asset tag. These labels must not be altered or destroyed.
- Computers and all accessories must be returned to LDS D upon request, within twenty-four hours of withdrawing from school, being removed from LDS D attendance rolls, or at the conclusion of the term for which the computer is assigned or borrowed. Failure to return a device may result in full payment for the cost of a replacement computer, disciplinary action, and/or legal action.

6. Software and File Management

6.1 General Information

1. Computers come with a standardized software configuration. This configuration may not be altered.
2. A self-service software portal that contains approved software will be available while the computer is connected to LDS D's network. Students may install educationally appropriate software as long as it does not interfere with district supplied software and does not require "elevated" privileges, such

as administrator rights, to install.

3. Do not change the computer name.
4. Do not change or remove operating system extensions.
5. The school will not be responsible for the loss of any deleted data.

6.2 Music, Games, or Programs

The LDSA Acceptable Use Policy states that students are expected to comply with ethical use of the district's network and abide by federal copyright laws. Music, videos, and games can be disruptive during class and may not be used unless the student has permission from the teacher.

6.3 Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deleting files could interfere with the functionality of the device.

6.4 Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the hard drive may be lost in the event of a hardware failure, or may be removed during maintenance. At the end of the school year, all student files on the computer may be deleted.

Students may back up to external devices or to "cloud" storage such as Google Drive. If the student laptop "crashes" and files are lost, it is the student's responsibility to have the files saved elsewhere. The district will not provide file recovery services. Please note: "the computer crashed" is not an acceptable excuse for not turning assignments in on time.

6.5 Computer shut-down

Students must completely shut down computers at the end of each school day prior to leaving campus. Students must boot/restart laptops when returning to campus each morning.

6.6 Software updates

Updates will be provided to supported software, including the laptop operating system. When possible updates will be controlled by the district and will be automatically installed. Operating system patches should not be installed manually by students. LDSA tests patches before they are installed. Updates will be installed during an advertised maintenance window, except for cases that have a high potential of effecting district operations and security (in which case the district will update equipment as needed).

6.7 Screensavers/Wallpapers

If students choose to modify the standard wallpaper or screensaver, they must adhere to the standards and policies of LDS. Password protected screen savers are not permitted.

6.8 Encrypted Files

Students may not apply encryption or password protection on files or folders.

6.9 Sound

Computer sound should be muted at all times while in school unless permission is granted from the teacher. Headphones may be used in class with express permission from the teacher.

6.10 Web Cam

The web cam shall be used for educational purposes only. The web cam shall not be used for audio or video recording of any person without written consent of all individuals who will appear or be heard within the audio or video recording. Audio or video recording shall be consistent with state/federal laws.

6.11 Printing

Help conserve our instructional resources by using print preview or digital transmission of work. In many cases assignments may be turned in via Canvas. Teachers will provide directions on how to submit assignments.

Student printers are available throughout schools. LDS printers can be installed by accessing the Software Self-Service Portal. LDS logs all print jobs. Excessive printing may result in loss of printing privileges.

Students may also print to their home printer. LDS has pre-installed common printer drivers. The drivers that are installed on your computer include most consumer models of HP, Dell, and Epson. The district is not able to provide direct support for home printers or their installation, nor is the district able to provide drivers for every printer that is available.

7. Email and Internet Use

7.1 Email and other Digital Communications Accounts

Students are provided an email account by LDS. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account will be monitored.

7.2 Internet Use

As required by the **Children's Internet Protection Act (CIPA)** an internet filter is maintained by the district for school and home use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Lower Dauphin School District cannot guarantee that access to all inappropriate sites will be blocked. **No filter is as reliable as adult supervision.** Internet log files are maintained by the district with a detailed history of all sites accessed. The district may review logs periodically to ensure proper use of the computer and other resources. It is the responsibility of each student to use the computer, network, and internet appropriately.

7.3 Internet Safety

As a part of district curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying. The following are general guidelines:

1. Immediately report any unauthorized activity on the network or internet.
2. Notify a teacher immediately if you accidentally access an inappropriate site.
3. Never access someone else's email, files, or folders.
4. Never access or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, explicit, or inflammatory content.
5. Never arrange to meet an internet contact in person.
6. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
7. Protect your user account by keeping your password secure and logging off or locking your computer when it is not in use. All email, network, and internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. *If your account is logged in, you are responsible.* Keep your password a secret and use a complex password that is not easy to guess.
8. Protect personal information. Never give full name, addresses, phone numbers, passwords, social security numbers, or other personally identifiable information for yourself or others.
9. Do not use online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

7.4 Off-campus Internet Use

LDSD will not serve as a home internet service provider. However, the district will provide internet filtering for the laptops while connecting to the internet away from school. The filtering system may not be removed, disabled, altered, or circumvented. It is the responsibility of the parent or guardian to monitor student computer use, especially internet access, when the student is not at school.

LDSD is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. There are a number of public places that provide free wireless access,

including public libraries. In addition, some service providers offer a reduced price for an internet service subscription for those who qualify.

8. Monitoring Computer Use

8.1 Monitoring and Supervision

LDSD engages students in an Internet Safety program and instructs students in making appropriate choices regarding internet use, content evaluation and web site selection. LDSD also takes technical measures to filter internet access to protect students from inappropriate content. In addition to using web filtering technologies, the district is able to monitor laptop and resource use through monitoring and alerting systems. Monitoring includes software to allow teachers to monitor student screens while students are in their classroom. A student safety monitoring and threat detection system designed to identify and prevent incidents of self-harm, violence, and similar behaviors is also in place and in effect for any activities connected to Lower Dauphin School District accounts and computing equipment. Finally, school district personnel supervise student use of resources, including internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. Though the district is committed to protecting our students, we acknowledge students may access inappropriate content. Ultimately, it is the responsibility of the student to practice safe internet use and to access only appropriate educational resources.

LDSD recommends that students use computers in plain view of parents, guardians, or other family members when not on campus.

Students will provide access to the computer and any accessories assigned to them upon request by district employees. A search of the computer and student files may be conducted at any time and for any reason. If there is reasonable suspicion that any policies, procedures, or guidelines have been violated, the computer and its contents will be searched. Lower Dauphin School District reserves the right to use GPS tracking software to access the location of a lost or stolen equipment using map coordinates.

8.2 Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. LDSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via the school district's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

LDSD personnel may conduct an individual search of the computer, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities that may have occurred using LDSD's network or computer systems.

8.3 Passwords

Students should log into their school issued computer using their assigned username and password. Students should not share their passwords with other students. Students are not to change or activate any passwords on the computer other than the password that corresponds to their assigned user account.

9. Copyright Compliance

All students are expected to adhere to federal copyright and intellectual property laws. The following guidelines will help students be in compliance:

1. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
2. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
3. Copying, distributing, downloading, and uploading information on the internet may infringe the copyright for that information.
4. Students are reminded that they should check all work for copyright infringements before turning in assignments.

10. Social Networking

Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid posting personal information online, will understand that postings are permanent, and will exercise mature and responsible conduct at all times while online, both on and off campus.

11. Technical Support and Repairs

Students are expected to take care of their equipment and use due diligence when using and moving their equipment. All equipment is the property of the Lower Dauphin School District. From time-to-time computers may need to be repaired due to damage or normal wear and tear. Technical support is available throughout the school day.

In general technical support will be limited when the student is outside of the district (such as at home). If a student has a technical problem, the problem should be documented as completely as possible. This includes recording any error messages and the actions that immediately led to problem. The issue should then be reported to the helpdesk during the next school day.

Any needed hardware repairs will be performed or managed by school district technology personnel. Parents, guardians, students, and teachers are not permitted to attempt repairs themselves, or to contract with any other individual or business to repair any school-owned computer equipment. Any unauthorized alterations or

repairs will be billed to the student and parent/guardian at the district assessed repair cost and disciplinary action may be taken. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided by the district helpdesk for district owned equipment include the following:

- User account support
- Operating system support
- Software support (for district approved applications)
- Printing support
- Wireless connectivity support
- Troubleshooting and repair
- Re-imaging
- Providing “how to” videos and documentation

When necessary, the district may require collecting the student’s computer and providing them with a temporary computer (as available) to use until the repair has been completed.

Limited assistance will be provided for students that bring their own device into school.

11.1 Help Desk Procedure:

1. Student identifies a problem.
2. During helpdesk hours, the student reports the problem to the helpdesk.
3. The student brings the computer, case, and charger to the designated helpdesk for the school they attend.
4. The helpdesk will attempt to remedy the problem.
5. If necessary, helpdesk personnel will check in the computer, including case and charger, and check out a loaner device to the student.
6. A helpdesk ticket will then be generated and, where necessary, escalated for repair.
7. When the original computer has been repaired, the helpdesk will contact the student.
8. Students will pick up their repaired computer and return the loaner within one business day of notification.

*It is the student’s responsibility to return the loaner computer, carrying case, and charger when requested to do so.

*Any data that is saved on the student computer or loaner computer may be destroyed. The district is not responsible for any lost data, nor will any lost data be recovered.

*Every effort will be made to repair or replace the computer within 48 hours. However, this time will vary depending on the extent of repair, availability of parts, and volume of requests that are received.

Damages must be reported to the helpdesk within one business day. Equipment theft that occurs outside of the district must be accompanied by an official police report. It is the responsibility of the student or parent to provide the district with the official police report.

Liability for damages or theft due to negligence or accident will be determined by LDS Administration. Parent/guardians and the student will be notified of any such decisions, along with the costs. Disputes about damage costs or liability must be made in writing within seven calendar days. The principal will review the dispute and notify the parent and student of the review. If the parent/student is not satisfied with the outcome, they may appeal the decision to the Superintendent in writing within five school days. The Superintendent will make a final determination as to damage costs and liability.

Upon completion of repairs or replacement, the student must pick up repaired / replaced equipment, and return the loaned equipment. Repeated incidents of repair/replacement that are caused by negligence or accident may result in disciplinary action in addition to the costs of the repair or replacement.

12. Warranties, Damages and Theft

12.1 Warranty

A basic limited warranty is provided for laptops. The basic limited warranty covers repair/replacement of the computer chassis, LCD screen, hard drive, and internal components for damage caused by manufacturer defect. Damage that is a result of negligence or accident are not covered by the warranty. Under these circumstances the student will be required to pay a fee to repair/replace the laptop. Repeated incidents of repair/replacement by an individual will result in disciplinary measures. Students shall report all computer issues to a teacher or the school's helpdesk. Incidents will be entered into a help ticket system and tracked.

12.2 Damage Not Covered by Warranty

Replacement and repair fees will be charged for damage that is a result of accident or negligence. Negligence will be considered any damage that is the result of failing to follow rules set forth in this Guidebook, or any damage caused as a result of behavior that violates the Reasonable Person standard as determined by Administration. Administration will decide as to whether damage is due to negligence or accident based on totality of the circumstances and the guidelines provided within this handbook, as well as determine accompanying fees. Students shall also be held responsible for any damage that is caused by deliberate or willful acts to computer and network facilities, including equipment systems and software. Negligence and deliberate or willful acts will be assessed at 100% of the repair or replacement of equipment. Accidental damage will be assessed at a percentage of the cost of repair. The first accidental damage will be assessed at 50% of the cost of repair. The second accidental damage will be assessed at 75% of the cost of repair. All subsequent accidental

damages will be assessed at 100% of the cost of repair. The number of damage incidents will reset at the end of elementary school and middle school. Costs for common damages are listed on the Lower Dauphin School District website at www.ldsd.org.

Students are responsible for paying all fees accumulated over the course of the school year. Any unpaid fees will be sent to collections on a yearly basis. All fees must be paid by no later than June 30th of each year. Failure to satisfy unpaid fees will result in the matter being turned over to a collection agency as of July 1st. A payment plan may be provided based on discretion of administration and the totality of the circumstances.

12.3 Theft

Incidents of theft occurring off campus must be reported to the police. A copy of the police report must be brought to the school and be given to the school principal. Any theft occurring on school grounds must be reported to the main office.

The district will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

13. Student Expectations for Use in the Classroom:

Students need to take their computer to class each day. It is the students' responsibility to fully charge their assigned device each night and bring their computer to school fully charged each day. Students should consider charging the device to be a nightly homework assignment. Teachers will be designing many of their lessons based on students having access to their computer. Students will be required to have their computer with them and be ready for all classes.

- Keep the computer on the desk (not on your lap).
- Only access content and websites as directed by your teacher. Students are expected to be on task at all times during class.
- Close the lid of the computer (laptops) before standing up or moving the device.
- Use two hands when carrying or transporting the device. Do not carry the computer by the screen.
- Follow all directions given by the teacher, including when it is appropriate to use the computer and when it should remain closed. Teachers may have their own rules of use that is specific to their classrooms.

13.1 Forgotten Computers

From time to time students may forget to bring their computer to school. When this occurs, the student may borrow a device from the district (while supplies last). *Repeated instances of forgotten equipment or abuse of borrowing a device will be referred to the office for disciplinary action.* Disciplinary action may include loss of the privilege to take the laptop home.

14. Parent Expectations

1. Remember that while the school system will provide internet content filtering, ***there is no substitute for parental supervision when using a computer.***
2. Monitor student use of the computer and internet at home.
3. Review the LD Acceptable Use Policy and this Guidebook with your child.
4. Ensure your child understands and adheres to laptop and internet policies and guidelines set forth in the ***One-to-One Guidebook*** both at school and home.
5. Reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss/ theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.
6. Assist your child who is assigned the computer with homework and school assignments. The purpose of the One-to-One Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the One-to-One Initiative.
7. Ensure the return of the computer and all accessories at the end of the current school year or before the student withdraws from school.

Appendix

Terms of Agreement

Lower Dauphin School District will hold the legal title to the computer and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies and Procedures, including Acceptable Use Policy, Bullying, Cyberbullying and Extortion Policy, Copyright Compliance Policy 814, the Student Code of Conduct and Student Handbook, and other guidelines outlined in this One-to-One Guidebook. Lower Dauphin School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided “as is” without warranties of any kind. Lower Dauphin School District will not be responsible for lost or missing data.

The right to use and possess the computer and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon removal from the school through withdrawal, expulsion, or transfer. Failure to return the computer on or before this date to the school principal or designee may result in criminal charges being sought against the student, parent, and/or the person who has the computer. The computer remains the property of Lower Dauphin School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).

Failure to return the computer and peripherals for annual repair and maintenance, or upon request, will result in a certified letter sent to the parent or student indicating items not returned. The parent or student will have three business days to return the items or pay replacement costs. Failure to comply may result in referral to local law enforcement. The parent or student can be charged with theft. Lower Dauphin School District reserves the right to require return of the computer at any time. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the computer or violation of Board Policies and guidelines as outlined in this One-to-One Guidebook.

Modification to Program

Lower Dauphin School District reserves the right to revoke or modify this One-to-One Guidebook, and/or its policies and procedures at any time with parent notification.

District Liability

Lower Dauphin School District assumes no liability for any material accessed on the computer.

Copyright and General Guidelines of Fair use

- “Fair Use” means students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations. They may retain them as examples of their academic work.
- Students and teachers must include on the opening screen of their programs and on any printed material that their presentations have been prepared under fair use exemption of the U.S. Copyright Law and are restricted from further use.
- Fair use ends when the multimedia creator loses control of his product’s use, such as when it is accessed by others over the internet.
- Educators or students need not write for permission if their presentations fall within the specific multimedia fair use guidelines; however, educators and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under fair use could later result in broader disseminations, whether or not as commercial product, it is strongly recommended that they take steps to obtain permission during the development process for all copyrighted portions rather than waiting until after completion of the project.

Text-you may use

- Up to 10% of a copyrighted work or 1000 words, whichever is less.
- Poems
 - Entire poem If less than 250 words.
 - 250 words or less if longer poem.
 - No more than 5 poems (or excerpts) of different poets, from an anthology.
 - Only 3 poems (or excerpts) per poet.

Motion Media-you may use

- Up to 10% of a copyrighted work or 3 minutes, whichever is less.
- Clip cannot be altered in any way.
- A photograph or illustration may be used in its entirety.
- No more than 5 images of an artist’s or photographer’s work.
- When using a collection, no more than 10% or no more than 15 images, whichever is less.

Music you may use

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds.
- Up to 10% of a body of sound recording, but no more than 30 seconds.
- Any alterations cannot change the basic melody or the fundamental character of the work.

Internet you may use

- Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations.

- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

Numerical Data Sets you may use

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

Copying and Distribution Limitations

- Do not post multimedia projects claiming fair use exemption on an unsecured web site.
- No more than 2 copies of the original production may be made.
- Only 1 may be placed on reserve for others to use for instructional purposes.
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen.
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy.

Alteration Limitations

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective.
- Notation of the alteration should be documented within the presentation itself.

Multimedia Presentations Citation

- Educators and students must credit sources, giving full bibliographic information when available.
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.