

Teacher/Staff Copyright Information

❖ *Why is this information important?*

- You can be held liable.
- Penalties: If the law is broken by lawful intent, penalties can be up to \$250,000 per infringement and /or 1-5 years in jail.
- Schools/Libraries fall under “Fair Use” interpretation which offers some protection, but does not prevent possible civil suit.

Print Materials

❖ *What print materials can I copy for teacher/classroom use?*

- Single copies only:
 - Chapter of a book
 - Article from a magazine or newspaper
 - A short story, short essay, or short poem
 - A chart, diagram, cartoon, or picture from a book, magazine, or newspaper
- Multiple copies:
 - A complete poem if less than 250 words, an excerpt from a longer poem not to exceed 250 words.
 - A complete article, story, or essay of less than 2500 words, or an excerpt from a larger article, story or essay not to exceed 2500 words or 10% of the whole.
 - One chart, graph, diagram, cartoon, or picture per book or magazine issue.

❖ *What are the limits to my copying?*

- Copying is made for one course only, and the same item is not reproduced year after year.
- One work from a single author.
- No charge is made to student beyond actual copy cost.
- Copying does not replace or substitute textbooks.
- Class copies cannot be made from consumable books or any book that specifically states the prevention of copying.

Videos

❖ *What can I show?*

- Purchased and rented videos may be used for direct instruction only and may not be used for entertainment or rewards (Unless public performance license has been obtained).
- Rented videos must be rented by individual person and not the school or it cannot be shown in the classroom due to contract issues.
- Libraries may acquire and loan videos, but any public viewing would require public performance rights (ex Family Movie Night)
- Programs taped from satellite or cable used for direct instruction only.

❖ *What can't I show?*

- Copies of purchased videos
- Anything taped from HBO, Showtime, or any cable channel you pay for.

❖ *What can be taped?*

- Programs may only be taped from open-air broadcast stations for which no payment is made to receive programs.
- Taped programs may be kept 45 calendar days after taping, then must be erased.
- During this 45 day period, the tape may be used with students only during the first 10 consecutive school days.
- Recordings may only be made at the request of teachers.
- Programs must be recorded in its entirety (opening authorship to ending credits) and may not be edited.

Software/Internet

❖ *What can be copied?*

- Basically, NOTHING!

❖ *What can I load on my computer?*

- Nothing that the school does not have a license for.
- If you bring and load personal software, you must have a license for it and it then becomes the property of the school. Contact the technology department if you want to load software you have purchased yourself. It must be educational.

If you are unsure whether you are covered under fair use interpretation or whether the material is copyrighted, please ask!!!

Copyright Acknowledgement Form

I have been given and reviewed information on copyright.

Teacher/Staff Signature: _____ Date: _____