

Guidelines for the Fair Use of Copyrighted Materials

The superintendent is responsible for the establishment of practices to ensure compliance with the provisions of the U.S. Copyright law as they affect the district and its employees. The 1976 US Copyright Law revision states that educators are legally permitted certain uses of copyrighted materials under the jurisdiction of Fair Use with specific guidelines as follows.

1. General Responsibilities

- a. The building principal will be designated with the responsibility for disseminating and interpreting copyright regulations at the building level. He/She will be responsible for employee training as needed, distribution and review of district policy and administrative regulations with employees, control of the approval process and maintenance of written records regarding permissions, response to requests and license agreements, as may be necessary.
- b. The building principal will ensure that budget recommendations include appropriate funds for the purchase of multiple copies of instructional materials specific to the building (software, consumables; software licenses for district-wide computer applications will be maintained in the Department of Information and Technology).
- c. The building principal will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the copyright law (e.g., copiers, computer labs, library, forms requesting copying services)
- d. The building principal will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.
- e. All computer software license agreements must be signed by an IT administrator.
- f. The employee reproducing a copyrighted work will determine whether copying is permitted by law in accordance with district policy and administrative regulations.
- g. The employee will obtain written permission to reproduce material from the copyright holder(s) whenever copying does not fall within the "fair use" guidelines of copyright law. Permission forms provided by the district will be used.
- h. The employee using emerging technology will be responsible to ensure that the intended use of the media does not conflict with copyright law. Such technology includes digital information that can be manipulated into new copyrightable forms of expression.

In the absence of clearly granted rights, the employee must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways. A copy of any contract provided by the distributor of such technology must be submitted to an IT administrator

Fair Use

2. Printed Materials

a. Permissible uses — district employees may:

- (1) Make a single copy of the following for use in teaching or in preparation to teach a class:
 - (a) A chapter from a book;
 - (b) An article from a periodical or newspaper;
 - (c) A short story, short essay or short poem, whether or not from a collective work;
 - (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- (2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - (b) A complete article, story or essay of less than 2,500 words;
 - (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
 - (e) An excerpt from a children's book containing up to 10 percent of the words found in the text.

b. All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.

c. Prohibited uses — district employees may not:

- (1) Copy more than one work or two excerpts from a single author during one class term;
- (2) Copy more than three works from a collective work or periodical volume during one class term;
- (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
- (4) Copy to create, replace, or substitute for anthologies or collective works;
- (5) Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
- (6) Copy the same work from term to term;

(7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

d. All sound recordings will be treated under the same provisions that guide the use of print materials unless otherwise excepted by regulations governing the reproduction of works for libraries/media centers (see #7).

3. Sheet and Recorded Music

a. Permissible uses — district employees may:

- (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
- (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in any case no more than 10 percent of the whole work;
- (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
- (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- (5) Copy complete works that are out of print or unavailable except in large works and used for teaching purposes;
- (6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- (7) Make a single copy of a sound recording, such as a tape, disk or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

b. Prohibited uses — district employees may not:

- (1) Copy to create, replace, or substitute for anthologies, compilations or collective works;
- (2) Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
- (3) Copy for the purpose of performance, except as noted above (a. (1)) in emergencies;
- (4) Copy to substitute for purchase of music except as noted above (a. (1), (2) and (3));
- (5) Copy without including the copyright notice on the copy.

4. Television Off-the-Air Taping

a. Permissible uses — district employees may only show programs recorded from network and cable television according to the following guidelines*:

- (1) A recorded television program may be retained for 45 consecutive calendar days after the date of the recording and must be erased or destroyed at the end of the 45-day period;
- (2) Within the first ten consecutive school days of recording, the program may be shown once for each class. It may be shown once again within this ten-day period if instructional reinforcement is necessary;
- (3) After this ten day period, the recording may only be used for teacher evaluation purposes, i.e., to determine whether or not to include a broadcast program in the teaching curriculum and may not be shown to students;
- (4) Copies may be made from off-air recordings as necessary to meet the legitimate needs of teachers. However, all copies are subject to the same provisions listed above;
- (5) Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

* Federal Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes (Congressional Record, 1981, 127, pt. 18 24049; Talab, 1986: 37-41, 116, 124-125.

b. Prohibited uses — district employees may not:

- (1) Tape off-air programs in anticipation of an educator's requests;
- (2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- (3) Use the recording for instruction after 45 consecutive calendar days;
- (4) Hold the recording for weeks or indefinitely because:
 - (a) Units needing the program concepts are not taught within the 45-day use period;
 - (b) An interruption or technical problems delayed its use; or
 - (c) Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
- (5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- (6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety.
- (7) Exchange program(s) with schools in the district or other school districts.
- (8) Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
- (9) Use the recording for public or commercial viewing;
- (10) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.

5. Rental, Purchase and Use of Video

The showing of movies and videos must be limited to specific educational purposes. A full-length or clip of a movie or video recording may only be shown in school if the content is relevant to the curriculum and specific educational objectives, is appropriate to the age and maturity of the students, is a productive use of class time and will not cause classroom disruption.

a. Permissible uses — district employees may:

- (1) show a rented or privately owned movie or video in the classroom only if all of the following fair use requirements (U.S. Copyright law [Section 110(1)] are met:
 - (a) The movie or video must be shown by the teacher in connection with face-to-face teaching activities in a classroom or area devoted to instruction;
 - (b) The showing of the movie must be directly related to the curriculum and lesson objectives;
 - (c) The entire audience must be involved in the teaching activity;
 - (d) The teacher has no reason to believe that the videotape was unlawfully made.

Note: Educators who show movies or videos for entertainment purposes may be individually liable for up to \$20,000 in civil statutory damages for copyright infringement, imprisonment of up to five years or criminal fines of up to \$250,000. [17 U.S.D. | 504 - 506

b. Prohibited uses — district employees may not:

- (1) Use rented or purchased videos where a written contract specifically prohibits such use in the classroom or direct teaching situation;
- (2) Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without purchasing public performance rights.

6. Computer Software

a. Permissible uses — district employees may:

- (1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
- (2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
- (3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
- (4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;

- (5) Make an archival copy of rightfully owned software that is labeled “archival” by the software manufacturer;
- (6) Load a software program from a single source into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
- (7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

b. Prohibited uses — district employees may not:

- (1) Load a software program onto multiple computers, local network, or file sharing systems at the same time in the absence of a license permitting the user to do so;
- (2) Make or use illegal copies of copyrighted programs on district equipment;
- (3) Allow any student to surreptitiously or illegally duplicate computer software;
- (4) Make copies of software provided by a software publisher for preview or approval;
- (5) Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district;
- (6) Make multiple copies from an archival or back-up copy;
- (7) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- (8) Make multiple copies of the printed documentation that accompanies copyrighted software.

Note: With written permission from the copyright holder, prohibited uses may be significantly modified or removed altogether.

7. Reproduction of Works for Libraries/Media Centers

a. Permissible uses — district employees may:

- (1) Arrange for interlibrary loans of photocopies of works requested by users, provided copying is not done to substitute for a subscription to or purchase of a work;
- (2) Make single copies of articles or sound recordings or an excerpt of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
- (3) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- (4) Make one copy of a musical work, pictorial, graphic, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

b. Prohibited uses — district employees may not:

- (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;

(2) Copy without the copyright notification on the reproduced material.

8. Performances

a. Permissible uses — district employees must:

(1) Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold or distributed.

SUGGESTED COPYRIGHT NOTICES

Text of warning notice to be posted on or near copiers and printers. It is recommended that type be at least 18 points in size:

NOTICE:

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT. CHECK WITH YOUR LIBRARY MEDIA SPECIALIST IF YOU HAVE ANY QUESTIONS.

The warning is also required on any form that is used to request copying service. There are no specific requirements for type size on request forms.

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIC CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Text of warning to be posted in libraries and where computers are used. (There is no specific requirement for type size.):

NOTICE:

MANY VIDEOTAPED MATERIALS AND COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT (TITLE 17 U.S. CODE). UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW. CHECK WITH YOUR LIBRARY MEDIA SPECIALIST IF YOU HAVE ANY QUESTIONS.

**SAMPLE LETTER:
REQUEST FOR PERMISSION TO COPY**

**Author, Publisher or Distributor
Permission Department**

Date:

I am requesting permission to copy and use:

Title: _____ Author/Editor: _____

Year published: _____ Number of copies: _____

Will copies be sold? (Circle) **YES NO**

Description of materials to be copied (Photocopy enclosed):

Intended use of materials:

Type of reproduction:

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this letter to the proper person/agency.

Sincerely,

Permission granted:

Date:

Conditions (if any):

**SAMPLE PRODUCER INQUIRY LETTER: REQUEST FOR INFORMATION OF AGENCY HOLDING RIGHTS TO A TV BROADCAST
AND PERMISSION TO RETAIN PROGRAM IF IT IS NOT FOR SALE, RENT OR LEASE.**

**Network Address (ABC, NBC, CBS, Discovery, etc - not affiliate)
Permission Department**

I am requesting information on the availability and retention of the following program:

Title: _____ Air date: _____

Can a copy of this program be retained for classroom use? (Circle) **YES NO**

Is this program available for sale? (Circle) **YES NO**

If Yes, specify agency distributing this program:

Specify format:

Cost (if known):

Enclosed is a self-addressed, stamped envelope for your convenience in replying to this request. Should you be unable to authorize this request, or provide the above information, please forward this letter to the proper person/agency.

Sincerely,

Permission to retain off-air copy on a free basis:

Date :

Conditions (if any):

Recommended Fair Use Copyright Guidelines

The following copyright guidelines are presented to help Beaverton staff members understand and abide by the laws and regulations of copyright protection and fair use for educators. These are based on the Copyright Law and subsequent guidelines, amendments and endorsements. Also see Beaverton School Board Policy EGAAA and Administrative Regulations EGAAA-AR. Note: this is a work in progress as copyright issues continue to evolve.

Copyright laws do allow teachers some uses of copyrighted materials. Fair use guidelines consider:

1. The purpose of the use (educational vs. commercial)
2. The nature of the work (published and fact-based vs. highly creative)
3. The amount of the work used
4. The market effect of the use on the work.

These are guidelines, not law, and guidelines are subject to interpretation. **With written permission from the copyright holder, prohibited uses may be significantly modified or removed altogether. When in doubt, always request permission from creator, owner or distributor of the material in question.** Further information is available at:

U.S. Copyright Office: <http://www.copyright.gov/>
Copyright and Fair Use: <http://fairuse.stanford.edu/>

ALL USERS: Book, magazine and other print material

PERMITTED

- single copy: chapter of book
- single copy: article from magazine or newspaper
- single copy: short story, short essay, short poem
- single copy: chart, graph, diagram, picture or non

NOT PERMITTED

- copying several chapters per book
- copying several articles per magazine
- copying consumables: workbooks, copyrighted exercise sheets, tests using the same copied material more than once

TEACHERS: Multiple copies for classroom/instructional purposes

PERMITTED

- complete poem less than 250 words (not more than 2 pages)
- excerpt from long poem not to exceed 250 words
- article, story, or essay less than 2,500 words
- excerpt (from above) less than 1,000 words or 10% of total, whichever is less
- one chart, graph, diagram, picture, or non-syndicated, non-copyrighted cartoon per book or periodical
- works combining prose, poetry, etc., less than 10% of whole
- IF.....
 - copying is for one course only
 - insufficient time to request permission
 - one work from a single author
 - less than 3 authors from collective work
 - 9 or less instances of multiple copying per term
 - copying not used to create or replace anthologies
 - same copying not repeated next term
 - students not charged beyond photocopying fees

NOT PERMITTED

- using/making multiple copies of same material semester after semester
- creating "anthologies"
- copying workbooks and other works meant to be used once by one student
- copying shall not be directed by higher authority (teacher must make own copies)
- copying more than one or two excerpts from a single author during one class term
- copying from workbooks, tests, or other consumables
- copying more than two articles from a magazine per year

TEACHERS: Multiple copies for classroom/instructional purposes (cont)

- *All multiple copying must be at the inspiration of the individual teacher and the decision to use the material so close to the date needed for instruction as to preclude securing copyright permission from the copyright holder*

ALL USERS: Big Books

PERMITTED

- *one illustration per book*
- *two pages per book as long as they don't comprise more than 10% of the book*
- *Note: Occasionally publishers of big books have given the District permission to copy that exceeds the normal fair use guidelines. Any letters granting additional permission will be kept on file by the library media specialist*

NOT PERMITTED

- *copying "just" the text from a big book or picture book*
- *making an audio-tape of someone narrating a big book or picture book*

ALL USERS: Audiovisual Materials

PERMITTED

- *creating slides or digital photos from books, magazines, etc., as long as only one copy is made per source used*
- *making one overhead transparency of one page of one workbook*
- *converting a damaged filmstrip to a slide set, keeping same order minus damaged frames*
- *enlarging a map with an opaque projector for tracing but not duplicating color scheme, symbols, etc.*
- *copying non-dramatic literary, audiovisual works for use by blind or deaf individuals*

NOT PERMITTED

- *copying audio tapes or video tapes for archival or backup purposes*
- *reproducing musical works or converting from one form to another (cassette to CD/DVD)*
- *copying any audiovisual work in its entirety (except off-air taping)*
- *converting from one medium format to another*
- *recording the text of a book or textbook onto an audiocassette*
- *using the same music or video more than once without obtaining permission*

ALL USERS: Music

PERMITTED

- *you may make emergency copies for performance provided copies are later purchased*
- *for study or teaching, single or multiple copies of excerpts*
- *IF.....*
 - *excerpts do not constitute a performable unit such as a movement or aria*
 - *editing purchased copies for simplification*
- *IF.....*
 - *character of work is not changed*
 - *lyrics are not changed*
- *single copy of performances by students made for evaluation or rehearsal purposes*
- *copy of recording for purposes of aural testing*
- *portion of commercial music played as background in student media production*

NOT PERMITTED

- *copying for performances*
- *copying to create anthologies*
- *copying to avoid purchasing*
- *copying but excluding copyright notice*
- *performing a work without a license or paying royalty fees*

TEACHERS: Video (Educational/Instructional OFF-AIR Taping)

PERMITTED

- teachers may copy or record program OFF-AIR
- IF.....
 - program is used for instructional purposes, or face-to-face teaching, not for entertainment or filler
 - program is recorded by a teacher
 - program is shown once and repeated once per class by individual teacher during first 10 consecutive school days after broadcast
 - program is not retained beyond 45 calendar days
 - program is recorded in its entirety (need not be used in its entirety)
 - after first 10 consecutive school days, program is used only for evaluation by teacher

NOT PERMITTED

- videotaping in anticipation of requests
- retaining a program longer than 45 days
- showing a program after ten days
- showing for motivation, filler, or entertainment purposes
- taping a program at home, using in the classroom, and subsequently retaining in personal collection
- asking another person to record or copy for them

TEACHERS: Video (OFF-AIR Taping at Home)

PERMITTED

- teachers may record or copy a program at home and bring to school to use but all educational guidelines must be followed
- may show "home" tape if above criteria are followed and if tape legally made

NOT PERMITTED

- retaining program after use under educational guidelines

TEACHERS: Video (Cable)

PERMITTED

- may tape programs being simultaneously broadcast (see OFF-AIR educational/ instructional guidelines)
- may show videos or motion pictures via cable within a building as long as programs are used in face-to-face teaching and are of an instructional nature

NOT PERMITTED

- recording programs not being broadcast simultaneously (CNN, Discovery, Disney, HBO, etc.) unless prior approval or licensing is obtained from cable network
- may not copy cable or satellite programs without permission. Note: Educators may use cable magazines, i.e. Cable in the Classroom for varying copying/retention rights of individual programs

TEACHERS: Video/DVD (purchased or rented)

PERMITTED

- showing purchased or rented videotape for curriculum-supported, face-to-face teaching activities

NOT PERMITTED

- showing purchased or rented videotape for entertainment, rewards, rainy days, filler, or non-instructional purposes.
- Note: If performance rights are purchased or acquired it is legal to show such videos for non-instructional events.
- Allowing students to bring videos or DVD's for entertainment in class, on bus rides, etc

TEACHERS: Video (Satellite Transmissions/On-Line Distribution)

PERMITTED

- copying from a satellite or on-line transmissions will depend on the contractual agreement with the satellite company

NOT PERMITTED

- copies of motion pictures, other AV works, choreographic works and pantomimes
- copies of broadcasts that are of a "general cultural nature" or intended for transmission as part of an information storage and retrieval system

ALL USERS: Software

PERMITTED

- copying into RAM if copying is necessary to use the program
- one copy for archival purposes
- back up copies of hard drives as long as they are not used to run another drive
- library lending of public domain software

NOT PERMITTED

- circulation of archival copy
- "networking" software without license or permission
- loading a single copy of a software program onto several computers for simultaneous use
- making copies of copyrighted software for student use

ALL USERS: Databases

PERMITTED

- may download searches

NOT PERMITTED

- downloaded searches should not be retained
- downloaded material may not be used to create a derivative work

ALL USERS: CD-ROM

PERMITTED

- printing out pages of reference or other works for study or teaching

NOT PERMITTED

- printing out large section of work

ALL USERS: Musicals, Dramatic, and Non-Dramatic Performances

PERMITTED

- school chorus performance open to the public if the sheet music has been purchased with publish performance rights

NOT PERMITTED

- school drama club performing copyrighted play broadcast over cable/internet to classes
- recording of choral or instrumental concerts and then giving or selling recording to parents

ALL USERS: Multimedia

PERMITTED

- teacher or student-developed multimedia program of copyrighted programs for use in classroom only
 - Note: Students may keep their work indefinitely; teachers may keep their work for only two years
- IF: the following limitations are observed:
 - Motion media
 - use of up to 10% or 3 min., whichever is less, of an individual program
- Text
 - up to 10% or 1000 words, whichever is less; short poems less than 250 words may be used in their entirety
 -

NOT PERMITTED

- teacher or student-developed multimedia program of copyrighted works for use in displays, festivals, parent meetings or other public events

ALL USERS: Multimedia (cont)

- *Music*
 - *Up to 10% but no more than 30 sec. From a single work (or combined from separate extracts of a work)*
- *Illustrations, cartoons, photographs*
 - *no more than 5 images from a single artist or photographer, no more than 10% or 15 images from a single collective work*
- *Numerical data sets*
 - *up to 10% or 2,550 fields or cells whichever is less*

ALL USERS: Internet

PERMITTED

- *downloading public domain software*

NOT PERMITTED

- *uploading copyrighted software to Internet for downloading*
- *copying and pasting into a new document and claiming it as your own*
- *collecting materials off the Internet and compiling into a new work*
- *forwarding material off the Internet to friends, co-workers*

ALL USERS: Digital

PERMITTED

NOT PERMITTED

- *digitizing a copyrighted slide collection*
- *scanning copyrighted materials (magazine photograph, cartoon illustration, etc.) for school newspaper*

TEACHERS: Graphics

PERMITTED

- *one graphic per book or periodical*
- *multiple copies of a single graphic*
- *IF...*
 - *copying is at the instance/inspiration of teacher; copy is for only one course in the school;*
 - *there are not more than nine occurrences of multiple copying for that course; and not more than one graphic is copied per book or periodical*

NOT PERMITTED

- *adaptation of a popular cartoon character for the school mascot*
- *copying an image from a coloring book for a worksheet*
- *making stuffed animals of popular picture book characters*
- *scanning a cartoon into school newsletter*

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District: <http://visalia.k12.ca.us/library/policies/copyright.htm>

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