Some Copyright Reminders:

- Educational "Fair Use" is not a justification for defying the Law.
- Any resources used in any type of project must be given proper credit.
- Consider materials found on the Internet to be copyright protected unless specifically noted as "copyright free" or "royalty free."
- Copyrighted materials on the Internet have the same rights and protection as any other copyrighted materials.
- Access to information does not mean freedom to copy, use, and re-distribute.
- Multimedia projects cannot be posted on a web site without prior permission from every copyright holder whose work was used.
- Archival copies may not be used unless the original has been destroyed and documentation permits making archival copies.
- Videos cannot be used for reward, entertainment, or any other use that would constitute a public performance. The charging of admission fees is not a determining factor.
- Movies are not meant to be a means of "crowd control."

To request copyright workshops or for more information Contact:

Martha Alewine, State Consultant for School Library Media Services

Voice: 864-229-4230

Email: malewine@ed.sc.gov
Web: http://ed.sc.gov/agency/offices/tech/ms/lms

Copyright



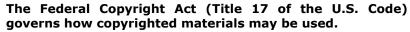
A Quick Guide For Administrators

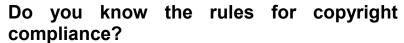
Dr. James H. Rex State Superintendent of Education

South Carolina Department of Education 1429 Senate Street Columbia, South Carolina 29201 http://ed.sc.gov

Is your school copyright compliant. . .

- for using commercial movies?
- for using music (CDs, downloads)?
- for using print materials?
- for using the Internet and other electronic materials?





- How can your teachers legally use commercial movies in the classroom?
- How does the Copyright Law affect the use of movies for field trips, baby-sitting services during PTA meetings, rainy-day recess, after-school programs, and other non-instructional activities?
- Can teachers make copies from books, magazines, or newspapers so that every student has a copy to keep?
- What should students and teachers know about using material found on the Internet? How does the Copyright Law affect using that information?

Not sure about the answers to these questions?

Where can you go to find out?

Is your school following the rules for copyright compliance?

- How important is copyright compliance to you? Do you believe that your school is immune from copyright infringement charges?
- What policies and procedures are in place



- to ensure that your teachers know what the Copyright Fair Use Guidelines allow educators to do?
- o to ensure that your teachers are adhering to the Copyright Fair Use Guidelines?
- Who approves the commercial movies that are used in your classrooms? How do teachers document using movies?
- Do you know if the duplicating equipment (e.g., computers, VCRs, DVD recorders, photocopiers, camcorders) is being used ethically in your school?
- Do you record and sell copies of such activities as drama productions, band/choral concerts, other student shows?
 Did you secure and pay for copyright permission and royalty fees?

Do you know what your responsibilities are for ensuring copyright compliance in your school?

- Ask for assistance when in doubt about the proper use of print, non-print (e.g., movies, databases), and electronic resources.
- Plan and conduct in collaboration with your library media specialist an annual copyright workshop for your faculty and staff during the back-to-school staff development days. Conduct a "make-up" session for anyone who misses the initial workshop.
- Ensure that all faculty and staff understand the importance of copyright compliance.
- Work with your library media specialist to ensure that your school is, to the best of your ability, copyright compliant.
- Ensure that other organizations (e.g., after-school programs, YMCA, PTA) using your facility abide by the Copyright Law.
- Secure public performance rights when using commercial movies outside the classroom direct, face-to-face teaching environment (e.g., family movie nights, PTA baby-sitting activities, indoor recess, staffing emergencies, before/after school programs).