

# Copyright

## 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."

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**To request copyright workshops or  
for more information**

**Contact:**

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*A Quick Guide  
For  
Administrators*

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## 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?



**The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials may be used.**

## Do you know the rules for copyright compliance?

- 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?
- 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).