

## GUIDELINES FOR MUSICAL MATERIALS

See Rule 9.6231, page 6.

### ACCEPTABLE USE POLICY (Internet, LAN, WAN, Stand-alone computers)

- Use of the Internet on school owned equipment and with a school account must be in support of education and research. See Rule 9.6231-A
- Any use of the Internet /LAN/WAN stand-alone computer to facilitate illegal activity is prohibited
- Internet shall not be used for non-work related communication.
- Internet/LAN accounts/User ID's are to be used only by the authorized owner of the account/User ID for the authorized purpose
- Use of the Internet/LAN/WAN stand-alone computer to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Before any software can be installed on a LAN or Stand-alone computer, a copy of the license agreement must be given to the Director of Computer Services and his/her permission obtained to install the software.

*Additional information about these guidelines can be obtained from the media coordinator at each school. Each principal is responsible for reviewing the copyright policy and regulations with all staff members at the beginning of each school year.*

## TIPS FOR OBTAINING PERMISSION TO COPY OR RETAIN MATERIALS

If a question exists as to whether a particular act of copyright might be in violation of the copyright law, it is prudent to request written permission from the publisher. A copy of each request should be kept on file in the school.

The request should include the following information as appropriate:

1. Title, author(s), editor(s), publisher(s), producer(s), or distributor(s)
2. Edition, copyright and/or production year
3. Exact amount of material to be used (i.e. lines, page number, running time, etc.)
4. Reference to the initial contact individual, by name, in the letter if the initial contact was made by phone.
5. Nature of the use (i.e. How many times, when, and with whom the material will be used.)
6. Number of copies to be made
7. Type of reprint used to reproduce the material

*This brochure does not attempt to address all circumstances related to copyright compliance. Employees of Person County Schools are responsible for their own actions in adhering to copyright law. The Board of Education does not sanction an illegal duplication of materials. All personnel are expected to comply with the copyright law and board policy and rules in the use and duplication of print and non-print materials for education purposes. For extensive information see Rule 9.6231.*

## COPYRIGHT LAW

### PRINT AND NON-PRINT MEDIA

#### AN EDUCATOR'S RESPONSIBILITIES AND RIGHTS



#### PERSON COUNTY SCHOOLS

Revised 11/2003

## ADHERENCE TO COPYRIGHT LAWS AND GUIDELINES

### WHAT IS COPYRIGHT?

Copyright is the exclusive right that protects an author or creator from having his work published, recorded, exhibited, translated, or reproduced except by permission or adherence to usage guidelines.

### WHAT ARE THE INTELLECTUAL PROPERTY RIGHTS OF A COPYRIGHT OWNER?

The right to:

- reproduce or copy the work
- prepare derivative work
- distribute copies of the work
- perform the work publicly
- display the work publicly

FIRST AND FOREMOST, THE ONLY REASON FOR USING ANY PRINT OR NON-PRINT MATERIAL IS THAT IT SUPPORTS AND REINFORCES THE CURRICULUM.

Sources—Copyright Act of 1976, PLL 94-553, IMPACT, 2000, and SDPI, 2003

### FAIR USE

**The fair use doctrine provides educators with the right to make reasonable copies of copyrighted materials without the specific consent of the author for such purposes as criticism, commentary, news reporting, teaching, scholarship, and research. The four guidelines permit the use of copyrighted works in teaching, if certain criteria are met. See Rule 9.6231**

**Selection standards as stated in board policy apply to the selection of materials whether they are purchased, rented, or borrowed.**

## GUIDELINES FOR PRINTED MATERIALS

For educational purposes, a teacher can make one copy of any lawfully acquired work such as a book chapter, an article from a periodical, a short story, chart, diagram, cartoon, or poem. Multiple copies made for students use must meet these tests:

- **brevity** (no more than 10% of the entire work);
- **spontaneity** (time does not permit a reply to a request for permission to reproduce the work);
- **permissible cumulative effect** (a limited amount for one course in the school). Copies will be destroyed after use. Copying from a copyrighted workbook is illegal. In general making copies in order to circumvent purchase of legal copies is illegal.

## GUIDELINES FOR VIDEOCASSETTES

**These recordings include the school collection, those privately owned, rented, borrowed, or from a public library or other agency.**

**Criteria for showing videos:**

1. Videos must be directly relevant to the subject matter being taught.
2. Videos must be lawfully acquired.
3. Videos must be used in a face-to-face situation by teacher or designated substitute.
4. Videos must be shown only to students enrolled in that course.
5. Video showings must take place in the classroom or similar place used for instructional purposes.
6. Videos from outside the school collection must receive approval from the principal before showing.
7. "For Home Use Only" statements do not apply to the use of videos in face-to-face teaching situations.
8. No fees may be charged for viewing a video on the school grounds.
9. It is illegal to make copies of purchased videos or alter them in any way.
10. Videos borrowed from the public library or government agencies must meet guidelines.

**Allowable ratings and grade levels:**

Grades K-7—Use only G, PG, or non-rated (age appropriate)

Grade 8—Use only G, PG, \*PG13, or non-rated if age appropriate videos \*Requires principal prior approval and parent notification and permission for student participation

Grade 9-12—Use only G, PG, PG-13, or non-rated (age appropriate)

Videos rated R, NC-17, X, or NR (age inappropriate) will not be viewed.

## GUIDELINES FOR OFF AIR

### RECORDINGS

#### School Television Programs

- Programs broadcast over the School Television Network may be taped and kept in schools for a designated time period.
- A teacher/media coordinator may record a program off-air to use within ten school days for face-to-face teaching.
- The tape can then be kept for 35 more days for evaluation purposes or while permission is sought from the copyright owner for retention. The copy must be erased after 45 days.
- Programs on cable/satellite stations may have additional timelines or restrictions.

#### Non-School Television and Cable Channel Programs

- Off-air recording may be made only at the request of a teacher and may not be regularly recorded in anticipation of request.
- No program may be recorded more than one time regardless of the number of times it is broadcast.
- Recordings may not be made from any cable "pay" channel such as HBO, Cinemax, Disney Channel, or Showtime.

#### Public Broadcast Service Programs

- Programs recorded from PBS have a seven consecutive days Fair Use and must be erased at the end of the seven day period.
- Teachers may exhibit the program as often as needed during the seven day period.
- A program may be recorded without a prior request from a teacher and may be recorded and exhibited each time a program is broadcast.