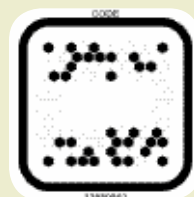
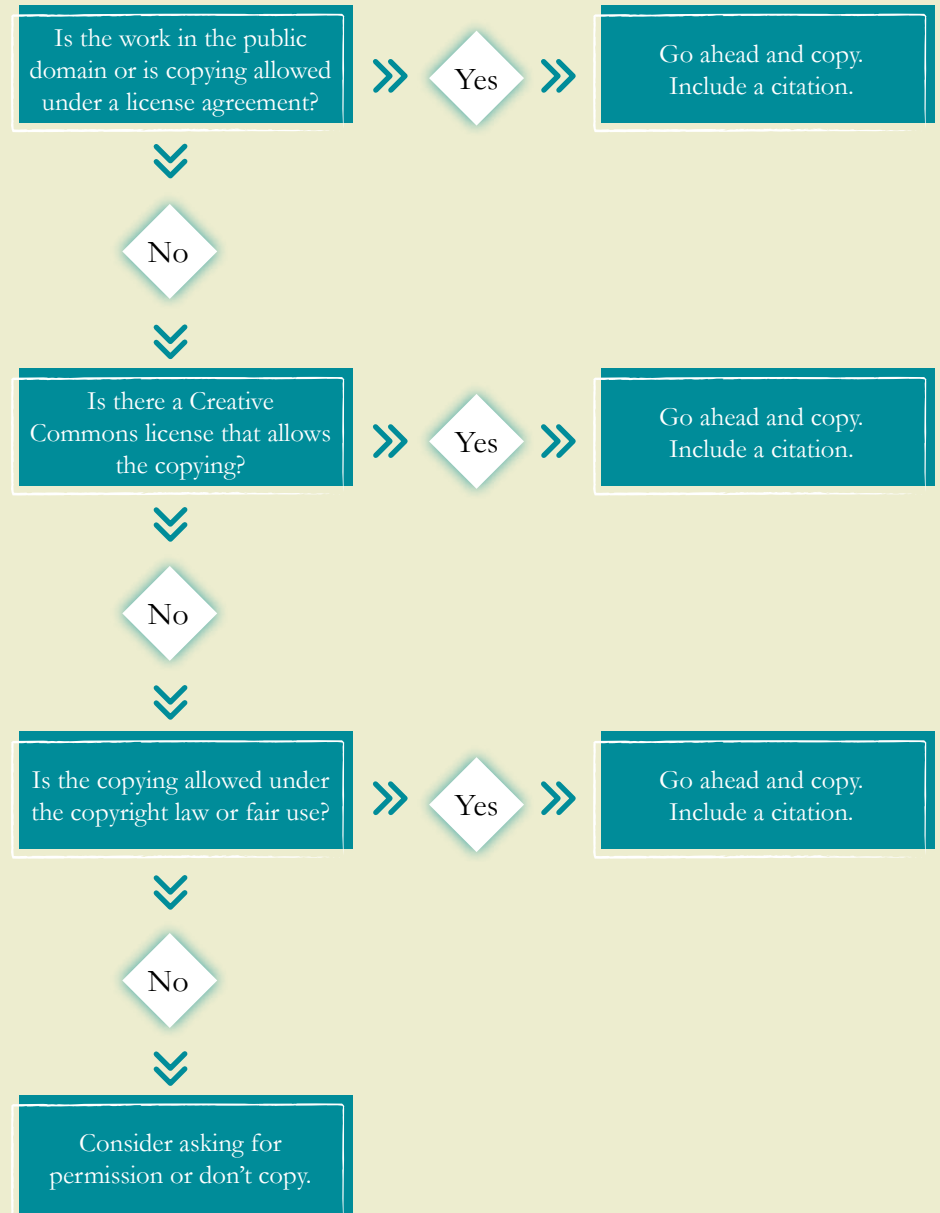


# Copyright BriefNOTES for Students

REVISED AUGUST 2010

## Digital Citizenship

It's easy to copy a DVD or music file, scan an image, transfer digital files, photocopy, stream video, etc. How do you know if the copying is legal? How much is too much? What are your rights and responsibilities as a user of information?



Generated with BeeTagg. Use a QR code reader/app on your mobile device for the web link to BriefNOTES.



6500 Corporate Drive, Johnston, IA 50131  
(515) 270-9030 or (800) 362-2720  
[www.aea11.k12.ia.us](http://www.aea11.k12.ia.us)



## Questions & Answers

### Q. What is copyright?

A. The U.S. Copyright Law promotes creativity and protects the rights of creators and users of information. Copyright protection is automatic as soon as composers, authors, poets, dramatists, choreographers, play writers, photographers, artists, sculptors, illustrators, etc. create a work in a tangible form.

The copyright owner has these five rights:

- reproduce the work
- prepare derivative works
- perform the work
- display the work
- distribute the work

### Q. Why is copyright important?

A. It's the law. Copyright protects the rights of the person who composed the music, wrote the book, developed the computer code, produced the video, created the multimedia show, created the Web site, or designed the movie poster. It allows the copyright owner to decide how, when, and where their work can be reproduced and used.

### Q. Are copyright and plagiarism the same thing?

A. They're related. Plagiarism is taking someone else's work (even a small portion) and passing it off as your own. It's possible to plagiarize from a work that is in the public domain.

### Q. So how do I know what's copyrighted?

A. Assume that work is copyrighted even if the word "copyright" or the © isn't there. Copyright is established as soon as the work is in a "tangible form." Copyright lasts for the life of the author plus 70 years. Some works are in the public domain, but you have to check to be sure.

### Q. What is a Creative Commons license?



A. This license makes it easier for people to share their work and allows others to build upon their work. The creator decides what is allowed: freely used, limited copying, shared, or remixed. <http://creativecommons.org>

### Q. What's public domain?

A. Some works can be copied because the copyright has expired or the works were placed in the public domain (such as some Creative Commons works). Examples of items in the public domain: ideas, blank forms, scorecards,

and calendars. Factual information is in the public domain, so a student can use facts that are published in a copyrighted work. The unique expression of the facts is copyrighted, not the facts themselves.

### Q. As a student, isn't everything I copy fair use?

A. Not really. Students need to follow the copyright law and be responsible users of information. How would you react if you wrote a song or created a video that someone used without giving you credit—or distributed without paying you? See the fair use section for the four fair use criteria.

### Q. If I buy a CD, book, DVD, video game, sheet music, or download a movie or song, doesn't that mean I own the copyright?

A. No. What you have is a lawfully-made copy. The copyright owner still has five exclusive rights: **reproduce** the work, create a **derivative** work, **distribute** the work, **perform** the work publicly, and **display** the work publicly.

### Q. What happens if I violate copyright?

A. It depends on the intent, what was copied, how much was copied, and how the copies were used and/or distributed. Violations can affect grades and academic status. Legal penalties range from a cease-and-desist order to monetary fines to lawsuits. Copyright infringement can be serious and expensive.

## It All Starts with Fair Use

Fair use is part of the copyright law. It should be a well-thought reason for copying, not an excuse. Fair use of a copyrighted work can be used for criticism, comment, news reporting, teaching, scholarship, and research. Even with these permissions, not every use of copyrighted material in education is a fair use. If the copying is not specifically prohibited in the copyright law, it MAY be allowed under fair use.

There are no legal rules about how many words, notes, or minutes can be used. Fair use was meant to be flexible. You have to make a good decision based on a careful study of the circumstances. Use the four criteria to make a "good faith" judgment that the copying is a fair use. All four of the following criteria must be met:

- purpose and character of the use (nonprofit, educational, etc.)
- nature of the copyright work (factual, creative, published, etc.)
- amount to be copied in relation to the whole
- effect of the use upon the potential market for or value of the work

Here are some basic questions to help you decide whether the copying you want to do falls under fair use.

Is the work copyrighted at all?

How do you plan to use the work?

Is the work covered by a license?

Does the law contain a specific exception allowing your use?

Will I need permission from the copyright holder?

Will I be able to clearly explain

(to the teacher or principal) how I decided the copying was a fair use?



## The next section summarizes parts of the copyright law and includes helpful hints

## Bibliography and Works Cited

Along with the rights to use copyright material comes the responsibility of giving credit to the author. Credit the source, even if it is a fair use. Credit and copyright information can be in a separate section of a multimedia project. Check with the teacher or teacher librarian for the works cited format used in your school. Here are a few citation builder web sites:

<http://citationmachine.net>

<http://www.easybib.com>

<http://www.palomar.edu/dsps/actc/mla/>

## How to Request Permission to Copy

You can request permission by e-mail or letter. Don't ask for blanket permission to copy. Address the request to the permissions department of the publisher/producer and include this information:

- title, author and/or editor, and edition of material
- exact materials to be copied (amount, page numbers, URL, track, file, etc.)
- number of copies to be made
- use of the copies (or distribution)
- whether the copies will be sold
- type of copying (download, digital transfer, scan, photocopy, etc.)

Templates for requesting permission to use a web site (beyond fair use):

[http://www.landmark-project.com/permission\\_student.php](http://www.landmark-project.com/permission_student.php)

<http://www.bham.wednet.edu/copyperm.htm>  
(These sites were included with permission.)

## Computer Software

This is a summary of the Computer Software Copyright Act of 1980. Read the software license for restrictions and permissions.

- You can make one back-up copy of a program you own and use it if the original fails.
- You can adapt a program by adding content or adapting to another language.
- You can't sell, distribute, or transfer the adapted version.
- You can't make one copy for home and one for school use.
- You can't make a copy for a friend.

## Internet and Creating Web Content

Look to the four fair use criteria and copyright law when determining what and how much can be copied. Just because information is on the WWW does not mean you have the right to use it any way you want. Some copyrighted works may have been posted to the Internet without authorization of the copyright owner. Things to consider:

- Assume that text, graphics, video, sound, and music are copyrighted.
- Don't copy the source code, HTML, and frames codes to create your own web site. They are creative works and may be copyrighted.
- Don't copy logos or trademarks and make them a hyperlink. Use the words, not the logo.
- Read the copyright statement on the web

site. Some give permission to copy-- like .gov sites.

- Consider asking for permission to add a URL to a web site if traffic will be high (bandwidth issue).
- Avoid deep linking to a web site—it bypasses the homepage that may include important information.
- Check that the information on the web site was posted legally and that the web author has a right to give others permission to copy.
- File sharing or downloading files made from unlawful copies probably violates copyright law.
- When using the licensed online databases, follow the guidelines on the back page.
- Check if the district has a policy on school-sponsored publications. It may include guidelines for posting information on the WWW and other acceptable uses.

## General Guidelines

**These guidelines are not part of the copyright law and do not have the force of law. Look to the copyright law, fair use, and licensing agreements first when deciding whether to copy.**

*Various professional organizations and companies wrote these guidelines. Many think that the guidelines are too restrictive. They are not meant to be the standard for copying decisions. For example, it's possible that copying 20%, 70%, or 100% of a work could be a fair use. They are included here to provide a starting point for discussion.*

### Multimedia Guidelines

- Students may use portions of copyrighted work in multimedia projects.
- Students may perform and display their projects in class or use them in a portfolio (i.e. college or job interview).
- Students can't make or distribute additional copies without individual copyright permissions.
- The opening screen of the program should include a statement that certain materials are included under fair use and educational

multimedia guidelines, and further use is restricted.

- Get copyright permission during the creative process if the presentation might be shown beyond the classroom (i.e. Internet, competition, public performance).
- Credit sources and include full bibliographic information.

### Video

- You can copy up to 10% or 3 minutes, whichever is less, of an individual program.
- Look at the back page for the licensed online database restrictions.
- Copying an entire video is probably a violation, because it may be copying to avoid purchase.

### Text

- You can copy up to 10% or 1,000 words, whichever is less, of a novel, story, play, or long poem.
- Entire poems if less than 250 words.
- No more than 5 poems (or excerpts) of different poets from an anthology.
- Only 3 poems (or excerpts) per poet.

### Music, lyrics, and music video

- Up to 10%, but no more than 30 seconds.
- Can make alterations (note that a change was made).
- Don't change the basic melody or the fundamental character of the work.

### Illustrations, cartoons, photographs

- No more than 5 images from a single artist or photographer.

- No more than 10% or 15 images from a collection, whichever is less.
- Can make alterations (note that a change was made).

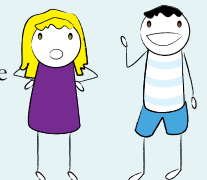
### Books and Periodicals

- You can make single copies of a book chapter, periodical or newspaper article, short story, essay, poem, chart, graph, diagram, drawing, cartoon, or picture.
- Short works such as children's books are often less than 2,500 words--copy excerpts of 10% or two pages.

### Music

- Copies of excerpts may be made if less than 10% of the whole work and if it is not a performable unit such as a selection, movement, or aria.
- Printed music that has been purchased may be edited or simplified if the fundamental character of the work is not distorted or the lyrics altered or added if none exist.
- A single copy of an entire performable unit can be made if it is out of print or unavailable except in a larger work. It can't be used for performance.
- You can't copy to avoid purchase.

Performance rights organizations (ASCAP, BMI, SESAC, etc.) handle copyright licenses. For individual songs, contact the producer/publisher.



# Online Databases



*These online databases were purchased for schools in the Heartland AEA service area. The licenses have specific copying and usage guidelines. Ask the school teacher librarian for assistance. Do not share the user ID or password with unauthorized users. Access at <http://comcat-agent.auto-graphics.com>.*

## ACCUNET/AP MULTIMEDIA ARCHIVE

- Can print copies of images for reports, term papers, theses, class handouts, and research.
- Can use images in multimedia presentations, overhead transparencies, and slide shows.
- Can't use images to publish in newspapers, magazines, brochures, catalogs, commercial announcements, calendars, posters, yearbooks, playbills, newsletters, t-shirts, promotional items, or for commercial use or gain of any kind.

## AMERICAN HISTORY IN VIDEO

- Can clip videos to any length.
- Can use videos and images of videos in any type of external software (Word, PowerPoint, Blackboard, etc.)
- Can put any video clip or full video in a personal playlist, annotate it, and pull in additional content from the Web. Playlists can be made public, shared with just your school, or kept private.
- Can't post/reuse videos on the Internet without giving full credit to the original publisher and Alexander Street Press.
- Can't decompile or reverse engineer the videos; modify or create a derivative work; remove, obscure, or modify copyright notices; sell, distribute, or commercially exploit the videos.
- Authorized Users are the school's currently enrolled students, employees, faculty, staff, affiliated researchers, distance learners, and visiting scholars.

## ATOMIC LEARNING

- Can't copy, download, store, publish, transmit, transfer, or sell any information on the Web site.

## BOOKFLIX

- Can't copy or re-distribute content.

## iCLIPART FOR SCHOOLS

- Can download unlimited images, photos, and Web art images for educational use.
- Can use in projects such as Web sites, presentations, newsletters, brochures, advertisements, announcements, labels, e-greetings, Web templates, vinyl cutting, routing, engraving, t-shirts, school projects, screen printing, and mechanical embroidery. Contact iCLIPART if for a commercial use.

- Can't give to a third party, share content across a network or on a CD, add to a "print-on-demand" Web site, or use in any commercial project or product.

## DE STREAMING AND DE SCIENCE K-8

- Can edit some videos.
- Can use images in multimedia, print, or broadcast (closed-circuit or cable television).
- Can keep projects with video clips in their personal portfolios.
- Can maintain proprietary notices (i.e. watermarks, producer information) and cite Discovery Education in references.
- Can't post on the Internet.
- Can't convert digital video to analog.

## EBSCO DATABASES

- Can download, print, e-mail limited copies for personal, non-commercial use.
- Can't re-publish the information.
- Can't download in a systematic or regular manner so as to create a collection of materials (print or nonprint).

## LEARN360

- Can edit videos marked with the EDIT icon. This includes converting them to different formats or clipping.
- Can download and use the educational resources inside their school building, including print, video, images and audio files.
- Can store all Learn360 materials on school computers.
- Can't post any content to the Internet.
- Users must cite Learn360 using citations.

## NETTREKKER

- Can't duplicate, publish, modify, or otherwise distribute the material.
- Can't frame any of the Web pages.

## SIRS RESEARCHER

- Can make printouts (online, offline, fax, e-mail) for school or personal use.

## SOUNDZABOUND

- Can use music files for video production; video yearbooks; podcasting; broadcasting (including cable, closed circuit, distance learning, YouTube, TeacherTube); PowerPoint; Web design; digital storytelling; sporting events; media and technology fairs, competitions, and exhibits; plays and theater; public performance and ambient listening; and other classroom multimedia uses.

## TEACHINGBOOKS.NET

- Can download Author Name Pronunciation files and use them in educational podcasts,

videos, and PowerPoints.

- Can download and reproduce In-depth Written Interviews PDF files for educational, non-commercial purposes.
- Can print the novel units and discussion guides from the Book Guide section for educational, non-commercial use.
- Can play Original TeachingBooks Author Program videos in classrooms, libraries, or other performance locations.
- Can't download, save, or play Original Author Program videos or Book Reading audio files off any machine other than TeachingBooks.net server.

## TEEN HEALTH & WELLNESS

- Can download, print, e-mail limited copies for personal, non-commercial use.
- Can use information in PowerPoint or similar presentation.
- Can link to the homepage or article pages.
- Can't re-publish the information.
- Can't download in a systematic or regular manner so as to create collection of materials (print or nonprint).
- When information is put in your own words, permission is not needed.
- Use the proper citation form and keep/display the author, image, or photo information.

## WORLD BOOK WEB

- When information is put in your own words, permission is not needed.
- Use the proper citation form and keep/display the author, image, or photo information.
- Can use information in PowerPoint or similar presentation.
- Can link to the homepage. No deep linking without permission.
- If the material is to be distributed over the Internet or an intranet, ask for permission. Permission is not needed if:
  - No changes or deletions are made to the content.
  - Author attributions are retained/displayed in proper citation form.
  - Photos and media attributions are retained/displayed.
  - Source of information and copyright/trademark are retained/displayed.

This is a summary of the U.S. copyright law (Title 17) and copyright guidelines. This handout does not constitute legal opinion. It is intended to be a general discussion and not a definitive analysis of copyright.



Licensed under a Creative Commons Attribution-NonCommercial-Share Alike 3.0 United States License.