Board Policy 814

Staff members who fail to follow this policy may be held personally liable for copyright infringement. Staff members are responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

Fair Use Indicators:

- THE PURPOSE: The use must be for such purposes as teaching or scholarship and must be nonprofit.

- THE NATURE: Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.

- THE AMOUNT: Copying the whole of a work cannot be considered fair use; copying a small portion may be if stated guidelines are followed.

- THE EFFECT: If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

Methacton School District's Fair Use and Copyright Guidelines

Highlights for Teachers

❖ Do not copy workbooks unless permission has been granted.

❖ Check word count of literature … think small if you want to copy.

❖ Most online content can be used for educational purposes - but in the classroom and not shared publicly.

    ➢ Google classroom is not public. Your website is public.

❖ Consider linking to content online instead of copying and sharing.

❖ Videos must be instructional not for entertainment or reward.

❖ Broadcast television (local stations) may be used for instruction (taped or live)

❖ Cable channel programs (or streaming like Netflix) require permission.

Highlights for Students

❖ Video embedding in projects should be 3 mins or 10% in length.

❖ Music in projects should be 30 secs or 10% of composition in length.

❖ Any resources downloaded from the web should be cited.

❖ Use of resources in projects posted to the web need permission.

❖ What is done in school...stays in school. Using something in a school project (music clip, image, etc.) is allowed, but posting it online for others to see is not.

Copyright Resources

A Copyright Friendly Toolkit - offers resources and explains Creative Commons

Copyright Flowchart - Can I use material I found online for teaching?

Creative Commons Licenses - create a license for your own work

Images: Wikimedia Commons, Pics4Learning, Canva, flickrCC, Unsplash, Photos for Class, PicJumbo, Pixabay, A Kids Photo, FreePhotosCC, Public Domain Archive, Pixnio, EduPic Graphical Resource

Music: Free Music Archive, Incompetech, YouTube Audio Library, Bensound, ccMixter, Filmstro, Open Source Audio, Soundcloud (royalty free)