

Copyright in the Classroom

St. Charles Parish Public Schools



**Computer software, Music (copying & recording), Print,
Videotapes & DVDs, Multimedia Guidelines, Internet Guidelines**

Printed Materials

Single Copy

Multiple copies—one course

Book **chapter**

- 10% or 2 pages picture book
- 10% or 1,000 words of play, novel, or letter—whichever is less

Periodical **article**

- less than 2,500 words
- current news articles
- no more than 3 items from the same periodical volume during one class term

Short story, essay, or poem

- poem of less than 250 words
- story or essay less than 2,500 words

Chart, graph, diagram, cartoon, drawing, picture, or other graphics

- 1 illustration per book or periodical issue

Printed Copies—Not Permissible

- to create, replace or substitute for anthologies
- “consumable” works
- by direction for a higher authority
- same item from year to year
- multiple copies more than 9 items in one term
- More than an entire article or 2 excerpts from the same author’s work in a term

No modifications of any copyrighted image

BULLETIN BOARDS, PARENT NOTES, HANDOUTS, ETC.— NOT PERMISSIBLE

- Inclusion of images from coloring books, greeting cards, or copyrighted cartoon characters
- Adaptation or deviation from books or periodicals

Video/DVD

Permissible Uses

- Recorded/acquired in a lawful manner according to board policy (Selection and Use Guidelines)
- Face-to-face teaching situation.
- Related to the current lesson.
- Shown to students no more than 2 times within 10 school days of the broadcast date.
- Off-air broadcast recordings—special requirements—see Board Policy

Video/DVD

Not permissible



- Purchasing or renting from a video store
- Reward, recreation, or entertainment purposes without performance rights.
- Rating of R, NC-17, or X
- Converting from 1 media format to another
- Archival copies

Video/DVD—Not Permissible

- Recording from cable channel, pay-per-view channel, or satellite program
- Recording in anticipation of use.
- Duplicating preview programs
- Recording broadcast programs more than once for the same teacher
- Programs physically or electronically combined, merged, or edited

Internet Guidelines

Permissible

- Fair use guidelines apply (including artwork, videos, or web pages from Internet)
- Web page display or transparency for direct instruction
- Factual material on the Internet
- Web page links



Internet Guidelines Not Permissible



- Downloading an entire web site
- Keeping copies of student-generated Internet pages



Multimedia Guidelines

What is multimedia?

Multimedia Guidelines

- Notice of copyrighted material
- Citation page in proper format
- Notice of alterations to materials or graphics

Multimedia Guidelines-- Permissible

- Support of direct instruction
- Keeping presentations
 - Students--indefinitely.
 - Teachers—2 years
- Permission required for teacher to use student-created

Multimedia Guidelines—Permissible

Film, video, DVD or TV

- 10% or 3 minutes, whichever is less

Prose, poetry, & drama

- 10% or 1000 words, whichever is less

Entire poem

- 250 words or less
- No more than 3 per poet
- No more than 5 by different poets in single anthology (collection)

Multimedia Guidelines—Permissible

Music

- 10% or 30 seconds of music & lyrics, whichever is less

Illustrations

- No more than 5 by an artist or photographer.
- 10% or 15 images from a single collected work, whichever is less

Computer databases, spreadsheets

- 10% or 2,500 fields or cells, whichever is less

Multimedia Guidelines

Not permissible

- Public performance of student-created presentations
- Network access to presentations other than the class for which it was created
- Multiple copies of a student-created presentations.



Computer Software



- ✓ Approved by ITS
- ✓ Legally purchased by district or school



Sheet Music Copies

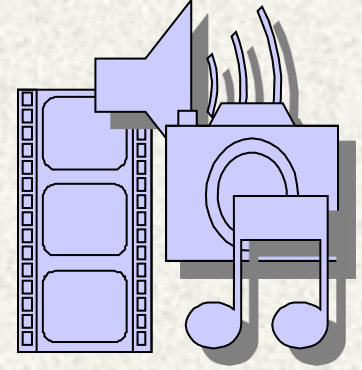
- Visible copyright notice necessary
- Emergency copies **if replacements ordered**
- Multiple excerpt copies
 - limited to 1 per student
 - no more than 10% of an entire work.



Sheet Music Copies

- Out of print/unavailable copy of entire performance unit
- Editing/simplifying copies of purchased music—fundamental character remains
- No addition or altering of lyrics

Music Recordings



- Single copies of student musical performances for evaluation or rehearsal purposes
- Single copy for aural exercises or examination.
- Must be related to the current lesson

Works Cited

Images provided by Classroom Clipart
(copyright-free clipart) &

Microsoft clipart images

to read the board policy –

Log onto the intranet on Blackboard –

Click on Human Resources,

then documents,

then Professional Evaluation Plan

copyright is section 4.07 – “Reproduction of Copyrighted
Materials”