



Copyright Guidelines for Teachers

<http://visalia.k12.ca.us/library/copyright.htm>

What teachers are allowed to do:

Teachers are allowed special privileges in their classrooms. The Educational exemptions to copyright allow teachers to use copyrighted materials if and only if:

- The copyrighted material is used in a classroom or school library.
- The material is used as a part of face-to-face instruction with students. A teacher must be in charge and the material must relate directly to the subject being taught.
- The material must be legally acquired. (Purchased, rented, or borrowed from a library.)
- The use does not affect the potential market or value of the copyrighted work.

Teachers may also use the following amounts of materials without violating the copyright, but they may only do it once –any time after that they must ask for and receive permission to use the material:

- Books and magazines: Multiple copies of a chapter, article, or story less than 2500 words, or less than 10% of the whole, whichever is less. One graph or illustration per book. Teachers may only do this nine or fewer times per semester. The copying cannot be used to replace anthologies. They must copy the material themselves and cannot ask anyone else to copy for them.
- Videos: Home use videos, whether rented, borrowed from a library, or purchased can only be shown when they meet the educational exception guidelines above. United Streaming Videos may be copied and used in any educational setting. Taping TV shows is governed by complicated regulations that are listed on the VUSD copyright page.
- Internet: You may show Internet files to your class and direct students to Internet pages. You may print out no more than 10% of a page for your class one time
- Music: Teachers may make emergency copies of musical works for performance or practice provided originals are purchased as soon as possible.
- Software: Software may be copied to your hard drive.
- Multi-media presentations: Teachers and students can create multimedia presentations and present them in the classroom. If they incorporate copyrighted material in these presentations, the guidelines on the VUSD copyright page must be followed to determine the amount of each allowed. Teachers may keep their multimedia presentations for two years.

Always give credit for any material used. Follow MLA or APA guidelines for citations.

Not permitted:

- Showing home use videos for fillers, rainy days, bus trips (even if the students bring the videos) or any other non-classroom use
- Making copies of any video or audiovisual works
- Copying worksheets or workbooks or blackline masters unless rights have been purchased.
- Asking another person to copy articles for you



Copyright Guidelines for Principals

<http://visalia.k12.ca.us/library/copyright.htm>

Principals must monitor copyright at their schools and aggressively enforce the law. Copyright violations can be very costly as well as set a poor example for students and the public.

Assume that everything is copyrighted unless it was published before 1923. There are exceptions, but this is a reasonable guideline.

Principals should encourage teachers to use video, audio, the Internet, newspapers, magazines, books, and other materials to enrich the classroom experience.

Videos and DVDs

- United Streaming videos can be used with fewer restrictions than most other videos. Our subscription includes limited public performance rights, so these videos can be used with the school community in any setting except to make money. They can also be legally copied to a hard drive or a CD/DVD.
- Videos from the VLC – many have limited public performance rights, but many do not. The home use only videos must be used in the classroom in face-to-face instruction as part of the curriculum, just as if the teacher purchased or rented a video. Make sure teachers know the difference. No video from the VLC or a store may be legally copied.

Paper goods

- The amount of a book or magazine that may be copied is severely restricted. Check the guidelines on the VUSD copyright page.
- Teachers may not create and print their own anthologies from copyrighted works.
- Teachers may not use copied parts of a book or magazine more than once. That is once ever, not once per year.
- Do not allow teachers to copy pages from workbooks or textbooks.
- Never direct employees to copy things for you, and do not allow staff to copy copyrighted materials for others. Such use must be “teacher initiated,” which is interpreted to mean that the teacher does it herself.
- Encourage teachers to ask for permission to use a copyrighted work. Most magazines and many books have an address to write to for permission. If you cannot find the address, ask your district librarian.
- Do not allow your yearbook or school newspaper to include copyrighted material without permission.

Internet

- Teachers and students must not “copy and paste” as if the work is their own.
- Teachers and students must give credit for all sources used.

Performances

- Student multi-media presentations that include copyrighted works must be shown only in the classroom.
- Rights must be purchased to present dramatic and musical works to the public.



Plagiarism

Plagiarism is taking someone else's work, whether it is copyrighted or not, and pretending it is your own. This usually happens in writing, but is also possible with artwork and music.

Students plagiarize for several reasons:

- Laziness – “I could never write this as well. It sounds better if I copy it.”
- Lack of knowledge – “I don't know enough about the subject to write my own paper.”
- Pressure/time – “I didn't have time to write my own.”
- Confusion about paraphrasing: “You said we could work together.” “I changed some of the words.”

Teachers may be able to help with the first three excuses, but they must teach students to avoid the last excuse.

Click here for Internet sites that can help teachers with plagiarism issues:

<http://visalia.k12.ca.us/library/policies/plagiarism.htm>