

# Sussex County Public Schools



## Copyright Guidelines



### Guidelines for Print and Internet Material

\* Single copies of the following may be made for scholarly research or teaching or preparation to teach a class:

- a chapter of a book,
- an article from a periodical or newspaper
- a story, essay, or poem that is short
- a chart, picture, graph, or diagram from a book, periodical, or newspaper.

\* Multiple copies, **not to exceed one per pupil**, for classroom use may only be made if the conditions of **spontaneity** (there is no time to obtain permission from the author) and **brevity** are met. **Each copy must include a notice of copyright.**

Under the **brevity** conditions copies may be made of:

- a poem of less than 250 words
- an excerpt of less than 250 words from a long poem
- a story, essay or article of less than 2500 words
- an excerpt from any prose work of not more than 1000 words or 10% of the entire work, whichever is less

\* **The reproduction of consumable copyrighted workbooks is specifically PROHIBITED.**

\* The reproduction of syndicated copyrighted comic strip characters is prohibited.

## **Guidelines for computer software**

- \* One copy may be made of copyrighted (purchased) software for backup (archival copy). The backup disk may be used as a replacement if the original is damaged, but may not be used to generate more copies or as an additional copy of the original.
- \* Multiple copies may NOT be made unless you have a license from the company to do so.
- \* **Software may not be loaded onto multiple computers unless you have a license to do so.**
- \* Freeware (public domain) software may be copied.

## **Guidelines for Music**

- \* Sheet music may be copied under emergency provisions of an imminent performance only if copies are on order.
- \* Copying musical selections from radio, or audio tape for use in classrooms is not permissible.

## **Guidelines for Video**

All school use of videos must follow **Fair Use Guidelines**

**Fair Use Guidelines** state that the video must be shown:

- as part of the instructional program, NOT for extra-curricular recreation, entertainment or intellectual or cultural value;
- by instructors;
- in a classroom or other location devoted to instruction, NOT in an auditorium or stadium;
- in a face-to-face setting where teachers and students are in the same area;
- only to students;
- using a legitimate copy

**Instructional Television (ITV)** - All rights for the programs in the ITV Guide been obtained by WCVE/WCVW/WHTJ and cleared for use by teachers in a classroom/instructional setting.

- \* ITV programs may be recorded by teachers, librarians, parents, etc.
- \* You may record these programs at school, home, etc.
- \* Programs may be retained on tape as long as the program appears in the ITV Guide.
- \* Retained programs may be shown as many times and by as many teachers as would like to use it.
- \* ITV programs may be transmitted from a division media center or other system over an in-school closed circuit system.

### **Guidelines for Non ITV Programs**

- \* Request the librarian to tape all programs not included if the ITV guide schedule; NO personal recordings may be made at home and brought to school.
- \* No taping can be made from subscription television channels (HBO, Showtime, Disney, The Movie Channel, etc.)
- \* **Use the program only twice in the following ten school days; review and evaluate for next 35 calendar days and erase 45 days after taping if retention rights have not been secured.**
- \* Programs must be shown following **Fair Use Guidelines**

### **Guidelines for Video Rentals**

- \* The rental agent knows and approves (documentation) of the tape being used in a school for instructional purposes.
- \* A "home use only" agreement has NOT been signed.
- \* The tape is used only for one class not distributed over closed circuit to a large audience.
- \* The tape must be shown following **Fair Use Guidelines**
- \* No fee can be charged for viewing.

\* The warning label "For home use only" must NOT be shown in the classroom.

### **Guidelines for Video purchased by the school**

- \* Must be purchased from an educational distributor NOT consumer shops or wholesale clubs.
- \* The distributor has documentation that the tape is for school use(on order).
- \* The school has documentation on file from the distributor that includes an exemption from the copyright warnings on the tape ("for home use only")
- The tape must be shown following **Fair Use Guidelines**.