

## Fair Use Guidelines

Educational multimedia projects which incorporate portions of copyrighted works under Fair Use Guidelines may be used only for educational purposes by students and educators. Students and educators may not use copyrighted work for commercial reproduction and distribution and may not display projects over electronic networks, such as, the Internet. No more than two copies of a project can be made. All materials (music, video, etc.) must be legally obtained. The opening screen of the multimedia work and accompanying printed materials must contain a notice that the work contains copyrighted material and the last screen should cite where you obtained copyrighted material.

### Educational Multimedia Projects Using Portions of Copyrighted Materials

Medium	Amount Allowed to Use	Limitations	Other Considerations
Text	Up to 10 %	No more than 1000 words	
Poetry	Entire poem if it is 250 words or less	No more than 250 words	No more than three poems by one poet, or five poems by different poets from any anthology
Photos/Illustrations	Can use the complete image	No more than five photos/illustrations from one artist	
Photos/Illustrations from Collected Work	Up to 10 %	No more than 15 images	United Streaming may be used with no image limitations
Film/Video/Internet Video Broadcasts	Up to 10%	No more than 3 minutes from a film/video	United Streaming may be used with no play length limitations
Music/Lyrics/ Music Video	Up to 10%	No more than 30 seconds from music/lyrics/music video	
Database/Spreadsheet Data	Up to 10%	No more than 2500 fields or cell entries	

**Student Use:** Students may perform and display their own educational multimedia projects created for educational uses in the course for which they were created and may use them in their own portfolios as examples of their academic work for later personal uses such as job and graduate school interviews.

**Teacher Use:** Educators may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia programs for their own teaching tools in support of curriculum-based instructional activities at educational institutions. Under Fair Use, teachers may use may use copyrighted works for:

- Face-to-face instruction.
- Directed self-study materials assigned to students.
- For remote instruction to students enrolled in curriculum-based courses and located at remote sites, provided it is password protected for the students in that course.

Educators may use their educational multimedia projects for teaching courses, educational workshops and conferences, and professional portfolios for a period of up to two years after the first instructional use with a class. After that they are required to get permission for each copyrighted portion incorporated into the production.

## Classroom Use of Copyrighted Materials

Medium	Amount Allowed to Use	Limitations	Other Considerations
Film/Video	Up to full film	None	<p>Materials must be legally obtained (rented, personally owned, district owned, REMC7).</p> <ul style="list-style-type: none"> <li>• Materials used for non-instructional purposes require licensing through outside vendor.</li> <li>• Materials shown must be originals.</li> </ul>
Recording programs from television or Internet broadcasts		Student use for 10 days after broadcast. May be kept for 45 days to be reviewed for purchase. Tape must be erased unless expressed permission is granted by broadcaster.	<ul style="list-style-type: none"> <li>• All materials must be legally obtained.</li> <li>• Consult network, public broadcasting, or cable company guidelines to determine fair use.</li> </ul>
Music	Song in its entirety		<ul style="list-style-type: none"> <li>• Legally obtained music can be used for instructional use by an individual.</li> <li>• CD's and electronically purchased music by individuals cannot be duplicated to multiple users unless permission has been granted by vendor.</li> <li>• Music files may not be stored on the district network unless approved by Media and Technology staff.</li> </ul>
Print Material	Chapter from a book, short story, essay, or poem, an article, or a chart/graph/ diagram/ drawing/cartoon/picture		<ul style="list-style-type: none"> <li>• A single copy may be made for research or teaching and distributed once under the spontaneous use policy for classroom use. If used in more than one course or multiple terms, permission must be granted to continue use.</li> <li>• A single copy may be kept for teacher and/or displayed to class without distribution.</li> <li>• Multiple copies for classroom use are permissible if tests of brevity, spontaneity, and cumulative effect are met. (See pg. 54 in Copyright for Schools: A Practical Guide, 4 Edition)</li> <li>• If commercial recording (books on tape) is available, it must be purchased.</li> </ul>

## Websites

Medium	Amount Allowed to Use	Limitations	Other Considerations
Textbook resources			<p>Resources must be password protected</p> <p>Review publisher's guidelines and licensing to determine fair use.</p>
United Streaming video			Must be editable clips, cited and password protected.
Copyrighted material (logos, cartoons)			Obtain written permission before posting to website