

GENERAL GUIDELINES FOR COPYRIGHT IN WEB PUBLISHING



In general, as Carol Simpson states in *Copyright for Schools: A Practical Guide* (2001):

“You don’t take what isn’t yours without asking first.”

The following guidelines are based on research of the websites and publications mentioned on the second page of this document. Consult these sources for clarification and further information.

1. “Fair Use” guidelines provide that students (and teachers) may use copyrighted material in multimedia presentations and electronic portfolios without permission if the following quantity limits are observed, *as long as their work remains within the classroom setting*.

Illustrations, cartoons & photos	No more than 5 images from a single artist or photographer; no more than 10% of a single work
Music, lyrics and music video	Up to 10% but not more than 30 seconds from a single work or several extracts from one work
Film, video & television	Up to 10% or 3 minutes, whichever is less, from an individual program
Text (prose, poetry, drama)	Up to 10% or 1000 words of text, whichever is less, of a novel, story, play, or long poem. Poems of less than 250 words may be used in their entirety. Only 3 poems by one poet or 5 poems from different authors in an anthology.
Database or data table	Up to 10% or 2500 fields or cell entries

2. Once student work leaves the classroom setting (i.e., in the display of a student multimedia production which contains some copyrighted work at an open house, or including the student work on a web site), the student work may fall in the category of “public performance” or “publishing.” According to copyright law, permission from the copyright holder is then required.
3. Assume that all art, photos, and text are copyrighted (unless there is a clear statement that they are in the “public domain” and available for free use). They should NOT be published on a web site without permission from the copyright holder.
4. If permission is received, it should be stated on a credit line near the item or at the bottom of the web page.
5. Students’ work is their own “intellectual property” and therefore is protected by copyright law. It should not be published on the web without permission from the student and his/her parents (if the student is under the age of 18).
6. A link to a URL is not copyrightable. Copying an entire list of links from a web site may be prohibited by copyright law, however, if some original thought has gone into creating the specific list of links.
7. Logos and many graphics are trademarked. There is no “fair use” exception for these, so permission must be obtained before they may be used in electronic publishing.

Sources:

"Bellingham School District 501 2314 Board Policy – Copyright Compliance Instruction." [Online] <<http://www.bham.wednet.edu/copyright.htm>> 14 Feb. 2002.

"Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web." [Online] <<http://www.umuc.edu/library/copy.html>> 14 Aug 2000.

"Copyright Website: Cyberspace Update – Website Issues." [Online] <<http://www.copyrightwebsite.com/digital/webIssues/webIssues.asp>> 14 Feb. 2002.

Harper, Georgia. "Copyright Law in Cyberspace." [Online] <<http://www.utsystem.edu/OGC/IntellectualProperty/distance.htm>> 13 Feb. 2002.

McKenzie, Jamie. "Keeping It Legal: Questions Arising Out of Web Site Management." [Online] <<http://www.fno.org/jun96.legal.html>> 14 Feb. 2002.

Simpson, Carol. Copyright for Schools: A Practical Guide. Third edition. Worthington, OH: Linworth Publishing, Inc., 2001. (*Available in the RLHS Library Professional Collection*)

Talab, R. S. Commonsense Copyright: A Guide for Educators and Librarians. Second edition. Jefferson, NC: McFarland & Company, Inc., 1999. (*Available in the RLHS Library Professional Collection*)

Templeton, Brad. "A Brief Intro to Copyright." [Online] <<http://www.templetons.com/brad/copyright.html>> 14 Feb. 2002.

Templeton, Brad. "Ten Big Myths About Copyright Explained." [Online] <<http://www.templetons.com/brad/copymyths.html>> 14 Feb. 2002.

GENERAL GUIDELINES FOR COPYRIGHT IN WEB PUBLISHING

Used with permission from:

B. Luikart

School Media Specialist

Created: 2/15/02