

Copyright Guidance for Digital Learning Days

Paulding County Teachers and Staff,

Congrats on a successful first week of digital learning! The students of Paulding are so lucky to have teachers who are so invested in their learning and finding ways to extend learning outside the walls of our classrooms. As we continue on this journey, it is imperative that we continue to follow copyright regulations during our Digital Learning Days. Here are some reminders of things you need to be aware of.

Teachers Pay Teachers

- Items purchased from sites such as Teachers Pay Teachers are subject to copyright law. When you purchase an item from such a site, you are purchasing a license for you to use the material with your students only. The item cannot be shared with other teachers, even those on your team. You cannot post these materials to the internet without express permission from the creator. If you are unsure if your use of a material will violate copyright, reach out to the rights owner to double check.
- From TPT: **Don't break the law.** Don't use TPT for any illegal or unauthorized purposes, such as to post content that is fraudulent, unlawful, or that violates the intellectual property, privacy, or any other rights of someone else. It's your responsibility to post only content that you have the right to post.

Software

- If you have a classroom license for a specific software, you may not share it with other teachers. The same goes for if your school has a license for your school to use a software, such as Brain Pop, Education Galaxy, etc. It is a violation of copyright to share your login information for such resources with people outside of your school.

Books

- If you need your students to be able to read a particular book, please reach out to your media specialist to see if a free digital version of the book is available rather than copying and pasting pages of a book into a document.
- Up to 10% of a book or other copyright material, may be copied or photographed. If you need more than that for your students, then you need to contact your media specialist for assistance in acquiring a copy of a book. Converting analog work to digital materials is generally not allowed, unless there is no digital option available for purchase (so it does not exist digitally anywhere) or if you have permission for such transmission. Some teachers have reached out to the publisher to ask for permission.
Example: You cannot make photos of an entire book or copy a book and convert that to a pdf document.
- The law states that you can convert only what you would be able to hang up on your wall in the classroom for instructional use, so a poem or a picture.)

<https://www.copyright.com/wp-content/uploads/2015/04/CR-Teach-Act.pdf>

<http://www.ala.org/advocacy/copyright/teachact/distanceeducation>

Music

- To use music in a multimedia production (video, to run in the background of a presentation, etc), only 10% of the music may be used. You must give attribution to the piece as well.

Read Aloud Videos

The Paulding community has really enjoyed the interaction from your virtual read alouds. These live and/or recorded readings are an engaging way to encourage reading at home while also providing that social connection during this time away from the classroom.

As you and your staff choose books to read online, it may be helpful to know that many publishers have adapted their copyright policies to accommodate the online read aloud while students are learning from home. For your convenience, the general guidance below summarizes several major publishers' requests to ensure we are adhering to copyright when doing our read aloud for our students. However, each publisher has unique, specific guidelines, so please check the publishers' sites for detailed instructions before posting. The School Library Journal will continue to update publishers as policies change. You can monitor updates to policy changes at <https://www.slj.com/?detailStory=publishers-adapt-policies-to-help-educators-coronavirus-covid19>.

Listed below are a few of the basics followed by specific publisher guidelines.

1. At the beginning of your video, mention the publisher (Scholastic, Candlewick, etc.) and that the publisher has given permission to make the video.
2. The videos should be posted in one of the school's platforms that are accessed by students (Class Dojo, Canvas, etc.)
3. If the video is uploaded to YouTube, it should be "unlisted" (not public).
4. These videos can be live or posted on Instagram Stories, Snapchat etc. for a limited time, but they should not be archived.
5. Most publishers want the video removed in 30 days or by the end of the school year.
6. Use the contact information provided by the publisher to let them know the titles you are to make videos for students.

Harper Collins:

- The publisher gives permission for teachers to read aloud online live only; no recording through May 31, 2020.
- Note at the beginning of the live video the title, author, and publisher of the book.

Little, Brown Books for Young Readers:

- May post recorded videos to private school platforms only.
- Note at the beginning of the video that you are reading with permission from Little, Brown.
- Please tag the publisher's social media handles.

- Delete any videos or disable access within 30 days of posting.
- Please notify the publisher ---send your name, school, city, and state, as well as the title and author/illustrator of the book(s) you intend to read online to childrenspublicity@hbgusa.com.

Scholastic:

- Teachers can read online through June 20, 2020.
- At the beginning of your video or live reading, please state that you are reading with “permission from Scholastic”.
- Scholastic prefers you post videos through the school private platform (Canvas) but can post to YouTube.
- Delete videos by June 20, 2020.
- Before posting send an email to tradepublicity@scholastic.com with your name, school, city and state, and the title and author/illustrator of the book you intend to read online.

Penguin Random House:

- Teachers can post read aloud videos to the school’s private platform.
- All videos posted to YouTube must be “unlisted” and not public.
- All posted videos must be removed by the end of the school year.
- Live read aloud streamed to social media may not be archived; delete after the live stream has ended.
- Notify the publisher via email StoryTimeTempPermission@penguinrandomhouse.com with the following information: Name and address of the library, school, or store; Title, author and ISBN of the book that is read; Contact information for the individual responsible for the reading; The educational or social media platform on which the video or live event is posted or held and a link to that video or live event.

Candlewick Press:

- Policy does NOT permit any video recorded readings of books on public platforms such as YouTube, Instagram or Facebook.
- Librarians, teachers, caregivers can virtually read Candlewick Press titles; however, these readings cannot be recorded or saved.
- Only post videos through your school’s private platform or closed group with limited access.
- At the beginning of the reading, please note that you are reading with permission from Candlewick Press.
- You are able to put an unlisted video on a password protected web page or secure, private network accessible to your students only.
- Please send notification of the URL of the website/platform, name of the school, and the titles you would like to read to melanie.blais@candlewick.com to obtain permission before posting.

Barefoot Books:

- Teachers must credit the author and illustrator, as well as Barefoot Books as the publisher at the beginning of the virtual reading.
- Videos must also include a link to the publisher’s website, www.barefootbooks.com.

Pictures

Many pictures you can access in a general internet search are copyright protected even if you give credit for using them. Others are professional stock photos that can be used if you purchase a license. Here are some sites that are safe to use if you need pictures.

- Creative Commons search (search.creativecommons.org)
- Flickr (image sharing site) (www.flickr.com/creativecommons)
- Photos for Class (uses Flickr images and embeds attribution info on the photo) (photosforclass.com)
- Photos for Work (much like Photos for Class but with more work-related photos) (photosforwork.com)
- Pixabay (public domain/Creative Commons images) (pixabay.com)
- Foter.com (pulls images from Flickr) (foter.com)
- Wikimedia Commons (repository of free license media) (commons.wikimedia.org) ([Wikimedia Commons's guide for reusing its media](#))
- Google Image search (click "Search tools > Usage rights" and filter with Creative Commons images) (images.google.com)
- Unsplash (high-resolution, public domain images) (unsplash.com)
- Skuawk (high-resolution public domain images) (skuawk.com)
- ELTpics (teacher-submitted Creative Commons-licensed educational photos) (flickr.com/photos/eltpics)



Copyright and Fair Use Cheat Sheet

Work	Fair Use	Violation
Poem	<ul style="list-style-type: none">• Single copy for teacher use.• One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations.• Students and teachers may incorporate text into multimedia projects.• Multiple copies allowed of a complete poem, up to 250 words -- no more than two printed pages.• Multiple copies of up to 250 words from longer poems.• Copyright and attribution provided.	<ul style="list-style-type: none">• Copies used multiple times without permission, not to exceed nine occurrences per class term.• Copies made with the intent to avoid purchase of the selected work.
Chapter of a book	<ul style="list-style-type: none">• Single copy for teacher use.• One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations.• Students and teachers may incorporate text into multimedia projects.• Copyright and attribution provided.	<ul style="list-style-type: none">• Copies used multiple times without permission, not to exceed nine occurrences per class term.• Copies made with the intent to avoid purchase of the selected work.• Workbooks and consumables may not be copied.
Prose, short story, web, newspaper, or magazine article	<ul style="list-style-type: none">• Single copy for teacher use.• One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations.• Copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less.• For works of 2,500-4,999 words, 500 words may be copied.• Students and teachers may incorporate text into multimedia projects.• Copyright and attribution provided.	<ul style="list-style-type: none">• Copies used multiple times without permission.• Copies made with the intent to avoid purchase of the selected work.

Work	Fair Use	Violation
Artwork or graphic image	<ul style="list-style-type: none"> • Five images, or fewer, of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less. • Copyright and attribution provided. 	<ul style="list-style-type: none"> • Alteration of image into another form, for other than temporary purposes.
Video	<ul style="list-style-type: none"> • The material must be legitimately acquired or purchased by the school. • Must be for instructional classroom use, not entertainment. • Clips used in a multimedia presentation may be 10% or three minutes, whichever is less. • Copyright and attribution provided. 	<ul style="list-style-type: none"> • Multiple copies prohibited. • Alteration of video into another form, for other than temporary purposes. • The video must be a legitimate copy, not rented or bootleg.
Music	<ul style="list-style-type: none"> • Clips used in a multimedia presentation may be 10% of a composition. • Copyright and attribution provided. 	<ul style="list-style-type: none"> • Alteration of composition into another form, for other than temporary purposes. • Multiple copies prohibited.
Broadcast television shows (not cable)	<ul style="list-style-type: none"> • Single copy of broadcast may be made, but shown to multiple teachers. • Copy should be shown during the first ten days from air date, up to forty-five days after recording date. • Copyright notice required. • PBS offers extended recording rights of up to one year on most programs. 	<ul style="list-style-type: none"> • May not be altered. • May not be recorded at the request of an administrator or district. • Multiple copies prohibited.

The following ALA page has some useful tools for teachers to check copyright compliance. Some links require flash. <http://www.ala.org/advocacy/copyright-tools>