### Copyright Guidelines for Administrators

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This chart was designed to inform school leaders of what they may do under the law. Feel free to make copies for nonprofit uses or download a PDF version from techlearning.com. But let us know by sending an e-mail to techlearning_editors@cmp.com. For more detailed information, visit www.haldaviddson.net or www.siia.net/piracy.

<table>
<thead>
<tr>
<th>Technology</th>
<th>Permissible</th>
<th>Violation</th>
<th>Solution</th>
</tr>
</thead>
</table>
| **Copying software**                | Libraries may make copies for instructional purposes or to replace lost, damaged, or stolen copies.                                                                                                          | • Copying is for in-house use.                                                                                                         | • Audit all tasks to determine if any illegal copies are being used.  
• Buy more software licenses.                                                |
| **Installing software**             | License terms determine how many copies can be made and what type of machines software may be installed on.                                                                                                   | • License terms limit how many copies are allowed.                                                                                              | • Read the importance of honoring licenses. If you are paying, why should your other schools not be paying?  
• Or simply buy a license for every machine and every potential workstation.  |
| **Password sharing**                | • Many licenses allow for multiple seats on a single password within a school or licensing population.                                                                                                       | • Sharing passwords beyond the license, such as with another school that has not purchased the necessary license.                                                                                     | • Have the passwords changed periodically.                                                                                                         |
| **Software found on school computers** | Software legitimately purchased and installed on the machine should be fine. Email receipts can confirm this.                                                                                               | • Software legitimately installed. Games are especially suspect. If there is no evidence of legitimate purchase, presume the worse.                  | • Check with the school’s technical help or purchasing department to find records of licenses purchased.  
• Ditto software from other types of legitimate software vendors.  
• Or simply buy a license for every machine and every potential workstation.  |
| **Library checkout of software**    | Library may legitimately checkout software.                                                                                                                                                                | • The software is not removed from source computer when the software is removed.                                                              | • Follow up to see that parents have erased the software.  
• Create contracts with them before allowing checkout.  
• Or simply buy a license for every machine and every potential workstation. |
| **Use of software on networks**     | Software licenses will determine whether and under what conditions software may be installed on a network. Many licenses will permit network installation and for a specified number of seats or workstations on the network. | • Number of seats exceeds the number that’s licensed for that network.                                                                     | • When possible, make sure software license, install metering software.  
• Purchase additional licenses to accommodate the additional users within the network.                                                                                            |
| **Video or DVD use**                | • When used for instructional use, that is, lesson plan involved, not generally “educational” content.                                                                                                        | • Video or DVD use.                                                                                                                           | • Work to develop an instructional use for the material; a study of a genre or a discussion of protagonist/antagonist.  
• Acquire generally educational materials. This is also involving.  
• Get a license for entertainment.                                                                                                         |
| **Copy machine**                    | • A copy for every student when used for instructional video in the library or for every student within the school on the right (for example, an original work).                                  | • Copyrighted materials are always licensed to be easily reproduced.  
• Copyrights may be difficult to secure, especially in a short time frame.                                                                         | • Libraries’ copies for archival purposes.                                                                                                         |
| **Posting music on the Internet**   | • Music must be the primary media and should be the school’s own right. (for example, an original work).                                                                                                       | • The music was not acquired for entertainment or performance.                                                                            | • Use music or images from a licensed collection.                                                                                                         |
| **Images, music, and video used in multimedia projects** | Images, music, and video may be used to create multimedia work within the school.                                                                                                                        | • Unauthorized postings on the school or district Web site.                                                                                   | • Buy rights for entertainment or performance.                                                                                                         |
| **Performance of works (plays, music, etc.)** | Performance of works (plays, music, etc.) is permissible within the law of fair use—fair use instruction--fair use permission or permission is not permitted. | • Unauthorized postings on the school or district Web site.                                                                                   | • Secure rights for entertainment or performance.                                                                                                         |
| **Performing of band and choral material** | Performance of band and choral material is permissible within the law of fair use—fair use instruction--fair use permission or permission is not permitted. | • Unauthorized postings on the school or district Web site.                                                                                   | • Secure rights for entertainment or performance.                                                                                                         |
| **Digitizing video (media)**        | Students may legitimately incorporate media into their multimedia projects as long as it is from a legitimate original source.                                                                           | • Students do not have the right to alter digital encryption technologies.                                                                     | • Students do not have the right to alter digital encryption technologies.                                                                     |
| **Use of copyrighted characters (for example, Bugs Bunny)** | If there is a legitimate use of the character, it might be useful—but no such legitimate use comes to mind.                                                                                                 | • The material was not used without permission for any school purpose other than instruction.                                               | • Students may have the knowledge that the material is not legally protected by copyright, fairness, or educational use.  
• Set a clear policy and monitor the school publications, notices, and postings. This includes, unfortunately, PTA, PTO, and booster club publications.  
• Encourage groups to use original student artwork (this doesn’t mean you have to pay, just that there is legitimate creation).  
• Libraries’ copies for archival purposes.                                                                                                         |
| **Posting copyrighted material on the Internet** | An administrator or teacher may decide if the material in the type of copyrighted material may be posted on the school’s Web site, with the presumption that if the material is in the public domain, it is unlicensed and all the other requirements of the TEACH Act are met. | • The material was not acquired for entertainment or performance.                                                                            | • Use music or images from a licensed collection.                                                                                                         |
| **Videotape anthologies**           | Authors are permissible only with public domain material or with permission from copyright owners.                                                                                                         | • The creation of videotape anthologies from video (unless permission is secured).                                                        | • Use copyright anthologies as sanctioned by teachers.                                                                                                         |
| **Showing copyrighted DVDs or tapes for child care at legitimate school events** | Permissible only with a license.                                                                                                           | • If the tape comes with a viewing (“The Music Man Only”) use must tapes and DVDs, this use is specifically prohibited. It is a common abuse.  
• Secure a license.                                                                                                                          | • Students must create original videos, which may be done in an engaging, educational manner.  
• Secure school licenses.                                                                                                                      |
| **Downloading presentations from the Web for instruction** | Material from public sources that has been legally uploaded onto the Internet may be used after the presumption of fair use is met, which may be demonstrated.                                              | • Material from the presentation must be non-part of the property. (for example, HBB)  
Material not legally protected may not be redistributed.                                                                                      | • Students do not have the right to alter digital encryption technologies.                                                                     |
| **Copying CDs with media and lessons resources** | A listing of courses, including videos, audios, and images, that are in the purchase of further education content is acceptable.  
• Video tutorials can be licensed and downloaded to school computers.                                                                   | • The material is no longer protected.                                                                                                       | • Secure school licenses.                                                                                                                          |
| **Taping television programs in the library for teachers** | Taping programs must be done as the “instance and inspiration” of the show itself, done in advance as an efficient and well-worn television.     | • The material will not be protected.                                                                                                       | • Make sure all copyrighted material is removed from any non-school protected areas on the school or district Web site.  
• Monitor material behind the password to make sure it is in line with the current institutional program.                                    |
| **Copying books**                   | Libraries are able to replace lost or damaged books by copying of an unabridged replacement.  
• Individual students or classroom teachers are not allowed to copy lost or damaged books.                                               | • Unauthorized material purchased for online download is still prohibited.                                                                   | • Follow up to be sure parents have erased the software.  
• Create contracts with them before allowing checkout.  
• Or simply buy a license for every machine and every potential workstation.  
• Budget is a certain amount of lost classroom materials each year.  
• School administrators accountable for damages to library properties. |