

Copyright and Fair Use Guidelines

Citation Guidelines

Images

Medium	What You Can Do	Online Resources
<ul style="list-style-type: none">• Photographs• Illustrations• Collections of Photographs• Collections of Illustrations	<ul style="list-style-type: none">• All images used in presentations must be cited with as much information as possible - title, artist/author, the source, the license of the image• Ideally you should have the attribution close to the image, but you can abbreviate by the source and make a separate citation slide or page at the end.• Think about potential audiences for projects, is it private, could it ever be public or published? If so, request permission for images used.	<ul style="list-style-type: none">• Photos for Class• Pics4Learning• Flickr• Pixaby• Unsplash• Noun Project <p><i>Sources like WeVideo, iMovie and other creation tools have copyright licenses embedded with their subscription services - sticking to audio within the platform does not require an additional citation or permission.</i></p>

Music

Medium	What You Can Do	Online Resources
<ul style="list-style-type: none">• Music• Sound Effects• Podcasts	<ul style="list-style-type: none">• You can use up to 10% of a song or copyrighted audio clip in a presentation.• You may not use more than 30 seconds of a song or copyrighted audio clip in a presentation.• All audio clips used in presentations must be cited.• Think about potential audiences for projects, is it private, could it ever be public or published? If so, request permission for audio clips used.	<ul style="list-style-type: none">• Freeloops• Bensound <p><i>Sources like WeVideo, iMovie and other creation tools have copyright licenses embedded with their subscription services - sticking to audio within the platform does not require an additional citation or permission.</i></p>

Video

Medium	What You Can Do	Online Resources
<ul style="list-style-type: none"> • Online Videos • DVD • Streaming Services • Public Performance License 	<ul style="list-style-type: none"> • Teachers may use online videos and DVDs purchased by the school or individual for classroom instruction without restrictions on length, percentage, or number of uses. • Students may use up to 10% or three minutes (whichever is less) of copyrighted video in a multimedia project. • All videos and video clips used in multimedia projects must be cited properly. • Streaming services such as Netflix, Amazon Prime, Disney+ and others have their own user agreements that prohibit a member from streaming their services to a “public audience” most of these do not exempt instruction. Reach out to your LMS to determine exceptions to this, however many streaming services are blocked on our server for this purpose. • Each building subscribes to a Public Performance License for some incentive video use, reach out to your LMS for more info! 	<ul style="list-style-type: none"> • Youtube • Youtube Kids • Ted Talks • American Experience - PBS Videos • Folkstreams • Moving Image Archive • Open Video Project • Top Documentary Films • Swank K-12 Streaming (High School)

Text

Medium	What You Can Do	Online Resources
<ul style="list-style-type: none"> • Text from a website • Published articles or resources • Portions of picture books, text books, and written works deemed necessary for instruction. This does not permit copying whole texts without permission. 	<ul style="list-style-type: none"> • Teachers may link an online resource to a secure network system like Google Classroom or Seesaw, but should still cite the source. • Multiple copies of an article printed online or from a source can be made, but must be cited and should be for instructional purposes. • Teachers should avoid copying class sets of whole creative works, such as fictional stories, poems, songs, etc. • Teachers may incorporate text into multimedia for teaching courses. • Students may incorporate text into multimedia projects. • All text must be properly cited whether it is directly quoted or paraphrased. 	<ul style="list-style-type: none"> • Quoting, Paraphrasing, and Summarizing Rules and practice