



Procedures for Osceola District Schools employees to follow to avoid copyright violations



Television/ Video Programs

Videos/DVD's are allowed to be used in the classroom in **FACE-TO-FACE INSTRUCTION ONLY**. Videos/DVD's are **NOT** to be used for entertainment purposes. Videos checked out from the District Film Library have been cleared for use in the classroom. All other Videos/DVD's from commercial TV, cable, public TV, video stores, student's homes, etc. carry special, individual restrictions. Consult your Library Information Specialist or refer to the document "Guidelines for the Legal and Appropriate Use of Motion Pictures (Videos) Rated G, PG, PG-13 and Non-Rated".

1. Teachers should keep in mind, at all times, the appropriateness of the content and the educational value of all audio-visual materials used in the classroom.
2. A videotape rented from a video store, borrowed from the Public Library, or brought in from a student's home may not be shown at school.
3. A videotape purchased by a teacher may be used in the school only for face-to-face instruction, not for entertainment, unless a public performance license has been obtained.
4. Off-air recordings carry special regulations. See your Library Information Specialist.



Computer Software/Internet

1. ***Materials obtained over the Internet are not copyright free. Users are responsible for materials downloaded and need to check copyright status.***
2. The use of illegally copied software in schools or offices is prohibited. Osceola District Schools equipment must not be used for making illegal copies of software.
3. Software licensing agreements of copyright holders must be observed.
4. Multiple loading of software is prohibited unless written permission has been obtained.
5. Downloading of shareware software is permitted, provided it is part of the curriculum and approved by the District Software Committee.
6. Purchases of networked software or web based software over \$500.00 must be submitted to the Software Evaluation Committee (www.imc.osceola.k12.fl.us/approvedsoftware2.html).
7. All employees of the School District must abide by the Network Acceptable Use School Board Rule 8.60+, available at www.osceola.k12.fl.us.

Educational multimedia fair use guidelines for students creating science, history fair, or any other student project

Illustrations and Photographs. No more than 10% or 15 images, whichever is less, from a collective copyrighted work with no more than 5 images by a single artist or photographer.

Music, Lyrics and Music Video. Up to 10%, but no more than 30 seconds, of the music and lyrics may be used from an individual musical work.

Text Material. Up to 10% or 1000 words, whichever is less.

Motion Media. 10% or 3 minutes, whichever is less.

Numerical Data Sets. Up to 10% or 2500 fields (A field is a specific item of information, such as a name or social security number.) or cell entries, whichever is less, from a copyrighted database or data table.

School Board Rule 3.52

The District shall abide by all provisions of the copyright laws.

- I. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder or within the bounds of "fair use" guidelines.
- II. The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
- III. Procedures and guidelines for the legal duplication of materials for instructional purposes are available to employees from the school principal or on the District's Professional Development Center Media Services website.
- IV. The School Board, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action



Print / Graphics

1. The reproduction of copyrighted, consumable materials such as workbooks, activity sheets, etc., is specifically prohibited by the copyright law.
2. Blackline masters that have the statement for "buyers classroom" may not be shared or resourced in the media center.
3. One copy only may be made for a transparency for classroom instructional use.
4. Any copyrighted, syndicated comic strip or cartoon characters may not be reproduced or altered for bulletin boards, hallways, or cafeteria walls.
5. Generally a teacher may make a single copy of anything to use as research or backup for instruction.
6. May make multiple copies (not to exceed one per pupil) for classroom use of the following:
 - a. A complete poem if less than 250 words (and if printed on not more than two pages).
 - b. An excerpt of not more than 250 words from a longer poem.
 - c. A complete article, story or essay of less than 2,500 words.
 - d. An excerpt from any prose work of not more than 1,000 words (or 10% of the work), whichever is less, but in any event a minimum of 500 words.
 - e. One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
 - f. Works copied may not be retained and used in the instructors room over and over.

"If you duplicate and use computer software, printed materials, or any type or format of digital media without the permission of the copyright holder, you render yourself liable to prosecution under Federal Copyright laws. Further, the district will not support you in your legal defense."

- Terry Andrews
Superintendent, Osceola District Schools

for damages, a finding of willful infringement would preclude the School Board's payment of any judgement rendered against the employee and the payment of any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the School Board for any damages the School Board is liable to pay.

- V. School Board Copyrights: The School Board shall hold the copyrights for all data processing software or other computer products created by School Board employees performing job responsibilities, created using School Board resources or equipment, or created by individuals, companies, or agencies under contract with the School Board to develop these products for District use.
- VI. School Board License Fees: The Superintendent or designee may establish fees for any public or private entity to purchase or obtain a license for data processing software or other computer products which are copyrighted by the District; however, fees shall be pursuant to Section 119.07(1), F.S. for an individual or entity that needs the District's copyrighted data processing software solely for access to data or for information maintained or generated by the software.

The document "Copyright and You" produced by the Osceola District Instructional Media Center, shall be distributed to each principal and shall become a part of each school's faculty handbook.



Music

1. Music recordings may not be reproduced from album to cassette.
2. Music for use as background music of a slide or PowerPoint presentation must follow the Multimedia Fair Use Guidelines found on the front. Non-copyrighted music libraries may be found with the TV production teacher or in the Media Center.
3. Sheet music may not be copied unless the music is on order and has not yet been received by the teacher. A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.
4. Downloading or streaming music or video from the internet, for **PERSONAL USE** is strictly prohibited. ie: Listening to music or radio or viewing video live on your school computer. (Data acceptable use policy)
5. Recordings of music may not be transferred from a radio broadcast to tape, or from records/ cassettes to video, or from the computer to CD.
6. A single recording (video or audio) of student performances may be made for evaluation, rehearsal or archival purposes. Copies of student performances may not be made for parents.
7. Copyrighted music must not be used in school produced television closed circuit broadcasts without the written permission of the copyright holder.
8. Copyrighted music must not be added or attached to any email messages on the School Districts' FirstClass email system.

For additional information, contact:

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