



Media Center, extension 385

Copyright Considerations

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Television/Video Programs

All video programs, from commercial TV, cable TV, public TV, and commercial video stores carry special, individual restrictions. Many absolutely prohibit recording and use, even in schools.

Fair use Guidelines have been written into the Congressional Record and will provide support in cases of lawsuit for misuse. These guidelines apply to all televised programs.

In order to adhere to copyright laws, it is deemed essential that employees of Kenai Peninsula College abide by the following regulations:

1. A television program may not be recorded at home from either a broadcast or cable transmission and used at school. Home taping must be for home use only.
2. A videotape rented from a video store and marked "For Home Use Only" may not be shown at school.
3. A purchased videotape may be used in the school only for face-to-face instruction by an individual teacher, not for entertainment, unless a public performance license has been obtained.
4. Off-air recordings within schools are permissible only at the written request of an individual teacher for classroom instructional purposes. The tape cannot be used by other teachers. This applies only to those programs that are provided to the general public at no charge.

5. Under Fair Use Guidelines, the above recording may be shown to students no more than two times within 10 days of the broadcast date, and the second showing may only be for instructional reinforcement. After this allowable use, the tape must be erased.

6. Students are not allowed to record programs at home and bring them to school for viewing in the classroom.

Computer Software

1. KPC media equipment must not be used for making illegal copies of software.
2. The use of illegally copied software in schools or offices is prohibited.
3. Software licensing agreements of copyright holders must be observed.
4. Multiple loading of software on a networked computer system is prohibited unless written permission is obtained.
5. Use of computer software on a networked computer system is prohibited unless written permission is obtained.
6. All software obtained for site licensing is for classroom/office use only.

Print/Graphics

1. The reproduction of copyrighted, consumable materials such as workbooks, activity sheets, etc., is specifically

prohibited by the copyright law.

2. One copy only may be made for a transparency for classroom instructional use.

3. Teachers or students may not make multiple copies of copyrighted materials from a library or other reference including out-of-print text.

4. Copying from printed publications such as a poem, a chapter from a book, and/or a short article from a periodical is limited to a single copy for research use.

5. Any copyrighted, syndicated comic strip or cartoon characters may not be reproduced or altered for bulletin boards, hallways, or walls.

Music

1. Music recordings may not be reproduced from album to cassette.
2. Music for use as background music of a slide presentation is permitted only if the presentation is required for instructional purposes, and not for entertainment.
3. Sheet music may not be copied unless the music is on order and has not yet been received by the teachers. A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.
4. Recordings of music may not be transferred from a radio broadcast to tape.

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