

# CASD Copyright Guide

Copyright owners have the right to:

- **Copy,**
- **Perform,**
- **Adapt,**
- **Distribute,**
- **Display their work.**

If you are not the copyright owner, you do not have the right to do any of those actions without securing the permission of the copyright owner, unless your use fits under the provisions of the Fair Use Doctrine.

## Fair Use Doctrine

Educators and students have some limited exemptions to copy small portions of a copyrighted work for educational purposes if it is not financially detrimental to the copyright owner. Court cases involving copyright infringement examine the following elements, known by the acronym **PANE**:

- **Purpose** and character of the use, including whether it is for commercial use or nonprofit educational purposes (*how* the work will be used)
- **Amount** and substantiality of the portion used (*how much* of the work is being used)
- **Nature** of the copyrighted work (the *kind* of work being used)
- **Effect** of the use on the value of the copyrighted work (the *economic impact*).

You may **not** copy copyrighted materials:

- to make anthologies
- to avoid buying “consumables” (workbooks, answer sheets, tests)
- without including a notice of copyright
- to use the same item again and again from one term or year to another
- in excessive amounts in relation to the whole work or the author’s body of work
- without having a legal copy of the original item.

The Fair Use doctrine is a legal defense only if you can prove you have a knowledge of copyright law and you thought your case fit into “fair use” for educational purposes.

Learn more about Copyright and Fair Use Guidelines at:

[http://www.halldavidson.net/copyright\\_chart.pdf](http://www.halldavidson.net/copyright_chart.pdf)

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Direct your copyright questions to:

Joanne Hammond

Copyright Compliance Designee/Head Librarian

[joanne.hammond@casdonline.org](mailto:joanne.hammond@casdonline.org)

**CASD Policy 185, “Acceptable Use of Communications and Information Systems”**  
viewable at [http://www.psba.org/districts\\_policies/c/115/POLCHMB815.pdf](http://www.psba.org/districts_policies/c/115/POLCHMB815.pdf)

**Copyright Infringement And Plagiarism**

Federal laws, cases, policies, regulations, and guidelines pertaining to copyright will govern the use of material accessed through School District resources. See Policy #814. Users will make a standard practice of requesting permission from the holder of the work, or complying with the Fair Use Doctrine, and/or complying with license agreements. Employees will instruct Users to respect copyrights, request permission when appropriate, and to comply with the Fair Use Doctrine, and/or license agreements. Employees will respect and comply as well.

Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to the copyright law. Therefore, any User violating the copyright law does so at their own risk and assumes all liability.

Violations of copyright law include, but are not limited to, making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, remixing or preparing mash-ups that violate the law, and deep-linking and framing into the content of others’ websites. Further, the illegal installation of copyrighted software or files for use on the School District’s computers is expressly prohibited. This includes all forms of licensed software (including electronic software and otherwise) whether acquired by shrink-wrap, clickwrap, browsewrap, or downloaded from the Internet.

No one may circumvent a Technology Protection Measure(s) that controls access to a protected work unless they are permitted to do so by law. No one may manufacture, import, offer to the public, or otherwise traffic in any technology, product, service, device, component or part that is produced or marketed to circumvent a technology protection measure to control access to a copyright protected work.

School District guidelines on plagiarism will govern use of material accessed through the School District’s CIS systems. Users must not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices. Users understand that use of the School District’s CIS Systems may involve the School District’s use of plagiarism analysis software being applied to their works. (Page 20)

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Also see:

**Board Policy 814, “Copyright Material”:**

[http://www.psba.org/districts\\_policies/c/115/POLCHMB814.pdf](http://www.psba.org/districts_policies/c/115/POLCHMB814.pdf)

**Board Policy 814 AR, “Copyright Procedures”:**

[http://www.psba.org/districts\\_policies/c/115/POLCHMB814AR.pdf](http://www.psba.org/districts_policies/c/115/POLCHMB814AR.pdf)

**Other Helpful Resources**

Digital Copyright Slider: <http://librarycopyright.net/resources/digitalslider/>

Copyright Advisory Network: <http://librarycopyright.net/resources/>

Creative Commons Licensing: <http://creativecommons.org/>

Ask your librarian about “advanced searching” to find Creative Commons Attribution--Share-Alike works.

To learn more about copyright and how it applies to education, visit our

**Copyright for Educators LibGuide:** <http://chambersburg.libguides.com/copyright>