

CMCSS Guidelines for the Use of Copyrighted Material

Clarksville-Montgomery County School System has established the following guidelines regarding the use of copyrighted material. All CMCSS instructional staff must review these guidelines annually at the start of the school year. Principals will ensure that the Employee Verification Sheet for required in-services is completed and submitted to Human Resources by the established submission date at the start of each school year. Principals are also responsible for including a copy of these guidelines in their school's faculty handbook.

1.0 Video and Off-Air Taping of Television Programs

- Use of videotapes marked "for home use only" in the classroom for instructional purposes is permissible. The videotape must have been lawfully made, i.e., a counterfeit reproduction would not qualify for lawful use. Reference to the use of permissible video tapes should be included in the lesson plan.
- Videotapes made from an off-air broadcast may be used for instructional purposes for a period of 45 days following the broadcast.
- The litmus test: Is this being shown to instruct or to entertain? If the intent is entertainment, don't do it. Generally, the courts have held that a motion picture or other audiovisual work used in the course of face-to-face teaching is permissible. Conversely, their use for entertainment purposes is not.
- Obtain written permission of the copyright holder when in doubt.

2.0 Print Materials

- Single copies of a chapter, an article, a short story, a poem, a chart or a graph, etc., if intended for instructional and/or learning purposes is permitted.
- Multiple copies, i.e., one for each student in the class, are permissible, provided they "meet the tests of brevity, spontaneity, and cumulative effect." Thus, the rule for single copies generally applies to multiple copies. Teachers should refrain from copying large sections of workbooks or any other works where the intent may be constructed to avoid purchasing the work.
- Obtain written permission of the copyright holder when in doubt.

3.0 Music

- Emergency copying is permitted for imminent performances.
- Multiple copies of excerpts (not the whole work) are permitted for classroom use.
- Limited recording of student performance for evaluation purposes are permitted.
- Obtain written permission of the copyright holder when in doubt.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/12/07		Initial Release

*** E n d o f D o c u m e n t ***