

Dear Librarian/Media Specialist,

Students of all ages, from elementary school through high school, need to know about how their own creativity benefits from copyright. They also need to know how copyright determines what they can and cannot legally do with the works of others — especially in the current digital age where “burning a copy” is second nature to even the youngest students.

As the librarian or media specialist in your school, you are uniquely positioned to assist teachers as they help students learn about their rights as artists and creators. The material in this guide has been developed to support your efforts in providing resources or developing a workshop to inform other educators on this timely topic.

Copyright law promotes creativity and enables millions to work in creative fields in rewarding, high-paying jobs. Those who create and publish copyrighted works depend on the copyright law for their creative and financial success. All of us, as a society, benefit from the creation of those works.

The shared belief in promoting creators’ rights has brought together a broad array of parties — from artists’ unions to major publishers — in a non-profit, non-partisan educational membership organization known as The Copyright Alliance. The Alliance members, both individuals and institutions, represent the creative forces behind musical works, photographs, motion pictures, written works, video games, broadcasting, graphic arts, and more.

The Alliance, as part of its educational mission, has joined with the award-winning curriculum experts at Young Minds Inspired (YMI) to develop this guide to the teaching resources available on the Alliance website at www.CopyrightAlliance.org. Also included here is a “starter kit” that you can use to organize and plan a teacher workshop on copyright.

We encourage you to review the information on these panels and begin your planning today!



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The Copyright Alliance



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Think First, © Copy Later...

Respecting
Creative Ownership



The Copyright Alliance is a non-profit, non-partisan educational organization dedicated to the value of copyright as an agent for creativity, jobs, and growth.



is the only company developing free, innovative classroom materials that is owned and directed by award-winning former teachers. Visit our website at www.yמידclassroom.com to send feedback and download more free programs. For questions contact us at 1-800-859-8005 or e-mail us at feedback@ymidclassroom.com.

Think First, Copy Later...

Respecting Creative Ownership

Program Components

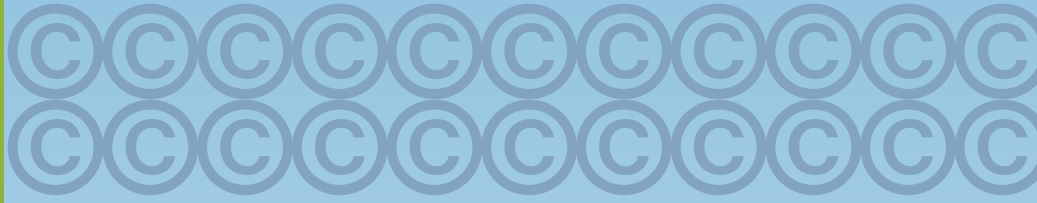
1. Quick tips for planning a professional development workshop
2. Two reproducible handouts — a guide to the teaching materials available on the Alliance website, and a quiz covering copyright basics
3. A colorful wall poster for display in your school
4. An educator response card for your comments

How To Use This Guide

Review the materials in this kit. Begin planning now for your copyright workshop. Or, as an alternative, make the resource guide and quiz available to teachers in the school and at faculty meetings. Display the poster in a visible location in the school to help boost student awareness of the importance of the copyright law.

Quick Tips for Planning a Professional Development Workshop

- **Select the date.** Check with your school administrator to determine a suitable date — either a block of time on a teacher preparation day or a special staff meeting. Allow one hour to ensure sufficient time for discussion.
- **Review the materials.** Download, share with other teachers, and then review the 10-minute video, *Copyright in the Classroom*, and the 12-page *Educator's Guide to Copyright* in the educators section of the Alliance site at www.CopyrightAlliance.org.
- **Prepare the teachers.** Before the workshop, distribute the *How Much Do You Know About Copyright?* quiz in this poster guide to build teacher anticipation and interest.
- **Develop the agenda.**
 1. Begin the workshop by showing the *Copyright in the Classroom* video, available for download on the Alliance website at



www.CopyrightAlliance.org. After viewing, ask teachers to share examples of situations where copyright questions have arisen in their classrooms, and where they have used their own “teachable moments” to share lessons about copyright with their students.

2. Review the copyright quiz. Have teachers share their responses and explain the reasoning behind their answers. Probe to elicit related questions/experiences.
3. Distribute and review the resource chart in this guide. If possible, have examples of some of the materials available for teachers to review at the end of the session.
4. Conclude by asking teachers to discuss how they plan to use what they have learned as a result of this session in their classrooms.



Copyright Quiz Answers

1. **True.** When your students are painting, writing music or a book or a movie script, or creating works on a computer, they are creating copyrighted work. They are owners of intellectual property.
2. **False.** A work is protected by copyright from the moment it is created and fixed in tangible form. That said, registering a work with the U.S. Copyright Office allows the creator to pursue not just actual damages but punitive damages in an infringement case.
3. **False.** Many sites enable illegal downloading of music. Be sure the site is a legal source first.
4. **False.** There is no “right” to make fair use of a work. Fair use allows for unauthorized use of works under certain circumstances, but there are no strictly defined rules regarding specific number of words, musical



notes, etc. That said, the law states that educational use is more likely to fall under fair use.

5. **False.** It is not necessary to affix a copyright statement in order to protect an original work under copyright law, and works are copyrighted whether in physical or digital form.
6. **False.** While it is not necessary for students to secure permission to use excerpts of copyrighted material in a report, they must cite the source of the material. To obtain permission to copy the material, it is necessary to contact the copyright owner, who is the only person who can grant that permission.
7. **False.** It is not permissible to copy from a workbook in lieu of purchasing enough books for your students unless the page is labeled as reproducible. The Copyright Clearance Center (www.copyright.com) facilitates permissions and payments for such reproductions.
8. **True.** It is not a violation of copyright to link to another website. However, it is a violation to copy material from one site for display on another site.
9. **False.** Redrawing a photograph is a derivative use of the original and requires written permission from the photographer.
10. **False.** The intended use is irrelevant. It is illegal to copy someone else's software unless the license so permits. The only legal way to use it otherwise is on the software owner's computer.

A Guide to the Teaching Resources Available from the Copyright Alliance

The chart below summarizes the education programs by grade level and subject. Visit the Alliance website at www.CopyrightAlliance.org and click "for educators" for links to these programs.

Copyright Alliance Curriculum	Social Studies	Language Arts	Science	Math	Fine Arts	Technology/Computers	Research Skills	Parent Info
Elementary								
B4U Copy	©	©		©		©	©	©
Beat Street	©	©			©	©		
Creativity in the Classroom	©	©		©	©	©	©	©
Cyber Tree House	©	©				©	©	©
i-©@ea™	©	©	©		©	©	©	
Join the ©Team	©	©	©	©	©	©	©	©
Learn from the Past, Create the Future	©	©			©	©	©	
Lucky & Flo	©	©			©	©	©	©
Music Rules!	©	©		©	©	©	©	©
Play It CyberSafe	©	©			©	©	©	
Middle School								
B4U Copy	©	©		©		©	©	©
Creativity in the Classroom	©	©		©	©	©	©	©
Digital Citizenship and Creative Content	©	©		©	©	©	©	
Donny the Downloader	©				©	©	©	
i-©@ea™	©	©	©	©		©	©	
Learn B4U Burn	©				©	©	©	
Learn from the Past, Create the Future	©	©			©	©	©	
Lucky & Flo	©	©			©	©	©	
Music Rules!	©	©		©	©	©	©	©
Play It CyberSafe	©	©			©	©	©	
High School								
B4U Copy	©	©		©		©	©	
Creativity in the Classroom	©	©		©	©	©	©	©
Digital Citizenship and Creative Content	©	©		©	©	©	©	
Face the Music	©					©	©	
i-©@ea™	©	©	©	©		©	©	
Learn B4U Burn	©				©	©	©	



Think First, © Copy Later... Respecting Creative Ownership

How Much Do You Know About Copyright?

Copyright is an issue that affects students and teachers in ways that are sometimes obvious and in others, fairly subtle. It's important not only for you to know the rules, but for students to know and follow them as well.

Please mark each statement with a T for True or an F for False. Be sure to bring your completed quiz to the copyright workshop. If no workshop is planned, check with your school librarian/media specialist for the answers.



- ___ 1. My students own the copyright to the original works they create in my classroom.
- ___ 2. My students must register their work with the U.S. Copyright Office if they want to protect something they have created in the classroom under copyright.
- ___ 3. Music can be downloaded in the classroom from any website since it's only being used in school.
- ___ 4. Fair use means teachers have the right to copy anything they like, as long as it is for classroom use.
- ___ 5. If an article on a website doesn't carry a copyright notice, it is in the public domain.
- ___ 6. My students must contact the Copyright Office in order to obtain permission to use copyrighted work in their school reports.
- ___ 7. As a teacher, I can photocopy a set of pages from a student workbook for the class.
- ___ 8. It is permissible to publish a link to a list of resources from another website on my class website.
- ___ 9. One of my students is a talented artist who redrew several student photographs taken for the class yearbook to use in a class project. Since it's an intramural situation, it's OK for her to do this without getting permission.
- ___ 10. It is permissible for a student to share computer software with a classmate, as long as it will be used only for school projects.

Think First, © Copy Later...



Respecting Creative Ownership

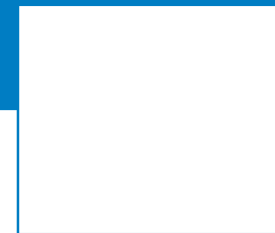
Copyright protects the rights of authors, artists, composers, and other owners of creative works from the unauthorized use of their works. If you want to copy or use someone else's creative work, here are some tips to help you do it the right way!

- © **Respect:** Creative works are someone else's property and the creator has the right to decide how they are used.
- © **Remember:** Works are copyrighted whether in physical or digital form. Copying digital works like software, music, photographs, or video games is not permitted, the same way photocopying an entire book is not permitted.
- © **Read:** Guidelines are often readily available — check the packaging of a work, or read the “terms of use” page on a website. Some works might indicate that they are intended to be shared under certain conditions.
- © **Request:** Unless otherwise stated, the copyright owner usually must grant permission to legally copy or perform or exhibit copyrighted works.
- © **Report:** It is not necessary to secure permission to use small excerpts of copyrighted material in a report, but the source must be cited.



90 Crown Street, New Haven, CT 06510 USA

Look inside for another *FREE* educational program!



**ATTENTION
Librarians/Media Specialists**

**Think
First, ©
Copy
Later...**

*Respecting
Creative Ownership*

**A professional
development program
to help raise
copyright awareness
in your school**

Look inside for your *FREE* Poster Guide, workshop tips, and resource listing

FREE! Send in this card to keep receiving FREE educational materials from YMI.

We'd like to know how you used the YMI teaching materials for the *Think First, © Copy Later...* professional development program.

First/Last Name _____ E-mail _____
(Please print clearly)

School _____ Phone _____

Address _____

City _____ State _____ Zip _____

Did you facilitate professional development workshops? Yes No If not, do you plan to in the future? Yes No

Number of teachers with whom you used this program _____

Please rate this program's appeal to teachers: Excellent Good Fair Poor

Please rate this program's educational effectiveness: Excellent Good Fair Poor

Your opinion of this program is important to us. Please take a moment to comment.

Would you like to serve on one of our Educator Advisory Panels for future programs? Yes No

YMI will *not* disclose your name to third parties.

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HERE



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