

## Bishop Dunne Copyright and Fair Use Guidelines for Students

The following guidelines apply to multimedia presentations such as those created in PowerPoint, eZedia, Studio MX, or HTML. All multimedia must be created for an academic course and not for entertainment purposes. Students may keep a copy of their presentations for use at college or job interviews.

Medium	Rules and Specifics
Printed Material	<p>Students may incorporate text into multimedia projects according to the following criteria and provided that they include proper MLA documentation;</p> <ul style="list-style-type: none"> <li>• Poem fewer than 250 words; 250-word excerpt of poem greater than 250 words</li> <li>• Articles, stories, or essays less than 2,500 words</li> <li>• Excerpt from a long work (10% of work or 1,000 words, whichever is less)</li> <li>• One chart, picture, diagram, or cartoon per book or per periodical issue</li> <li>• Two pages (maximum) from an illustrated work less than 2,500 words, e.g. a children's book.</li> </ul>
Illustrations and Photographs	<p>Students may incorporate photos and illustrations into multimedia projects according to the following criteria and provided that they include proper MLA documentation. NOTE: the source credit must be listed under the image with details in the Work Cited.</p> <ul style="list-style-type: none"> <li>• This category includes: photographs, illustrations, or collections of photographs or illustrations.</li> <li>• Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used.</li> <li>• From a collection, not more than 15 images or 10 percent (whichever is less) may be used.</li> </ul>
Video	<p>Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10 percent or three minutes (whichever is less) of "motion media." Proper MLA documentation must be used.</p> <ul style="list-style-type: none"> <li>• Videotapes</li> <li>• DVD's</li> <li>• Laserdiscs</li> <li>• Multimedia encyclopedias</li> <li>• Quick Time Movies</li> <li>• Video clips from the Internet</li> </ul>
Music	<p>Students may use up to 10% or 30 seconds (whichever is less) of copyrighted music as part of a multimedia project provided that the music is legitimately acquired (e.g.: not a Napster download, bootleg, or home recording) and proper MLA documentation is used.</p> <ul style="list-style-type: none"> <li>• Records</li> <li>• Cassette tapes</li> <li>• CD's</li> <li>• Audio clips on the Web</li> </ul>

**Sources:** *Technology & Learning: Copyright and Fair Use Guidelines for Teachers*. United States Copyright Office *Circular 21*; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; *Fair Use Guidelines for Educational Multimedia*; cable systems (and their associations); and *Copyright Policy and Guidelines for California's School Districts*, California Department of Education. **Note:** Representatives of the institutions and associations who helped to draw up many of the above guidelines wrote a letter to Congress dated March 19, 1976, stating: "There may be instances in which copying that does not fall within the guidelines stated [above] may nonetheless be permitted under the criterion of fair use."