

SCHOLAR ACADEMY

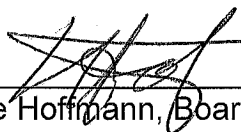
ACHIEVING EXCELLENCE TOGETHER

Scholar Academy
Policy: Copyright Compliance Policy
Adopted: January 21, 2014

Policy

In order to protect Scholar Academy from potential liability, it is important that school employees follow copyright laws. Failure to follow copyright laws may subject employees to discipline. The Principal shall provide guidance to school employees to assist them in complying with copyright laws.

Signature:



Tye Hoffmann, Board President

1-21-2014

Date

**Administrative Procedures
Copyright Compliance Guidelines**

These guidelines are provided pursuant to the Copyright Compliance Policy established by the Board of Directors.

Employees of the School are to follow all copyright laws. Failure to do so may result in disciplinary action. To avoid confusion by educators, Congress published "safe harbor" guidelines for educational uses of copyrighted material. While these guidelines are not a part of the law they represent the minimum standards for fair use of copyrighted materials in the classroom. School employees that have questions regarding the application of copyright laws to a specific situation should request assistance from the Principal.

Guidelines for printed materials:

Educators may make a single copy for research or use in teaching of:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, essay or poem
- A chart, graph, diagram, drawing, or cartoon (syndicated cartoons may not be copied)

Educators may make multiple copies for classroom use provided the copying meets the test of:

- Brevity
- Spontaneity
- Cumulative Effect

Brevity

The more material you take, the less likely it is that your use will be fair use. Some guidelines include:

- A complete poem of less than 250 words, printed on no more than two pages; or an excerpt from a long poem, but not more than 250 words.
- A copyrighted article, story, or essay of less than 2,500 or an excerpt of not more than 1,000 words, from a larger printed work or 10%, whichever is less.
- One chart, diagram, cartoon (syndicated cartoons may not be copied), or picture per book or periodical issue.
- Special works combining prose, poetry and illustrations, limited to no more than 10% of the total.

Spontaneity

The copying should be at the instance and inspiration of the individual educator, the decision to use the work and the moment of use are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- Copying is made for one course.
- The same item cannot be reproduced for more than one term.
- No more than nine instances of copying per class during a term.
- There is only one work from a single author.
- No more than three authors from a collective work.
- The copying does not replace an anthology or collective work.
- No copying of "consumable" works.
- Copying should not simply substitute for purchase of original material.
- No charge is made to students beyond the actual cost of photocopying.
- All of the preceding must bear the copyright