



## Copyright Guidelines for Student Work

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### Student's Rights

- Students have broader rights under copyright law than most other people, but they must remember that these extra rights only apply to their work as students.
- Students can retain copyrighted articles in their personal portfolios for as long as they need them.
- Students should know the difference between copyright violations and plagiarism.
  - Copyright laws are federal laws that protect creative endeavors. Plagiarism is taking someone else's work, whether it is copyrighted or not, and pretending it is your own.
- Copyright laws can still be violated even if the owner of the copyrighted work is credited.
- Crediting the owner of the copyright does help avoid copyright violations.
- Crediting the creator of the work by using a citation can avoid plagiarism.
- For more about plagiarism, see below.

### Text

#### Students can

- Quote short passages of text in school papers and on Internet sites, giving credit to their creator, using accepted citation formats (MLA, APA, Chicago, etc.)
- Paraphrase a copyrighted work, using the ideas of other authors, and post them to Internet sites or use them in papers, giving credit for the ideas to the original author.
- Use several authors' ideas and creative works to form new ideas or creations that are the student's own.
- Create a parody of a work. Parodies are protected under copyright law and are considered a new creation by the creator.

#### Students cannot

- Plagiarize. See <http://visalia.k12.ca.us/library/policies/plagiarism.htm>.
- Post long passages of an author's work to the Internet, whether or not credit is given.
- Guidelines (from copyright circular 92) Students may use:
  - 10% or 1000 words or 2 pages of a book, whichever is less.
  - 10 % of a poem or one whole poem if less than 250 words.

However, for a school assignment **that will only be seen in the school**, these guidelines are relaxed. A student could copy a longer poem or longer passage of a book to use as part of an assignment in class with students and the teacher. All quotes should be cited properly. This includes posting to a local school Intranet that is password protected.

## **Images**

For in school assignments only students can

- Use images from the Internet, giving credit (citing) the place and date retrieved.
- Use scanned images from books, magazines, etc., giving proper credit to the author through a citation.

For work posted to the Internet or intended for distribution outside the classroom, students can

- Use up to 5 images from one artist.
- Use up to 10% or 15 images, whichever is less, from a single book, volume of a magazine, or web site.
- Use no more than 2 images from a typical picture book of 32 pages.
- Proper citation should always be made.

## **Sounds**

For in school assignments students can

- Use whole songs, giving proper citation.
  - The songs must be obtained legally (purchased, borrowed from a library, or legally downloaded.)

For work posted to the Internet or intended for distribution outside the classroom, students can

- Use up to 10% of a single song but no more than 30 seconds.

## **Video**

For in school assignments students can

- Use complete videos, giving proper citation.
  - The video must be obtained legally (purchased, borrowed from a library, or legally downloaded.)

For work posted to the Internet or intended for distribution outside the classroom, students can

- Use up to 10% of a video but no more than 3 minutes.

## **Plagiarism**

Plagiarism is taking someone else's work, whether it is copyrighted or not, and pretending it is your own. This usually happens in writing, but is also possible with artwork and music.

Students plagiarize for several reasons:

- Laziness – “I could never write this as well. It sounds better if I copy it.”
- Lack of knowledge – “I don't know enough about the subject to write my own paper.”
- Pressure/time – “I didn't have time to write my own.”
- Confusion about paraphrasing: “You said we could work together.” “I changed some of the words.”

Click here for Internet sites that can help teachers and students with plagiarism issues:

<http://visalia.k12.ca.us/library/policies/plagiarism.htm>