

TBLM ICT.9#2: Acceptable Use of Copyrighted Electronic Resources

Overview

Students and teachers alike use information, both print and electronic, from a variety of sources for a wide range of purposes. Everyone needs to be aware of issues surrounding the use of copyrighted materials and ways of dealing with those issues in a responsible, legal, and ethical manner.

To Use or Not to Use

Many electronic and Internet resources state that the information or graphics contained are copyrighted and/or list the restrictions that apply to its use.

5 Rules to Remember:

1. If you use an image/audio file from a collection on the Internet, always link back to that site as a courtesy, proof of source and acknowledgement of credit.
2. If you find a graphic you really like, read the fine print for copyright information and request permission to use it on your site.
3. Make your own original pictures and avoid any copyright infringements.
4. Give credit where credit is due by providing a bibliography on your homepages.
5. Use established formats for citing Internet resources.

5 Rules to Remember: Reproduced from Industry Canada. Canada's SchoolNet GrassRoots Communities Program. "Copyright Issues." 15 Nov. 2004 <<http://www.communities.ca/e/copyright.html>>.

Requesting Copyright Permission

Reliable websites provide addresses for contacting their creator. Contact the creator or the owner of a website to obtain written permission to use material from the website. State that it is for non-profit educational use.

The following sample permission letters, posted on Industry Canada's SchoolNet GrassRoots Communities website, can be adapted to meet your needs:

- Permission to Use Graphics: <<http://www.communities.ca/e/permgraph.html>>
- Permission to Link to Website: <<http://www.communities.ca/e/linkperm.html>>

Citing Resources

Many excellent online resources are available to assist in creating bibliographies, check the IMYM Links Database.

Safety First

When publishing students' work on the school or the class website, ensure that permission has been obtained from a parent/guardian and that school/division directives or policy regarding electronic publishing are followed.

The following sample letter, posted on Industry Canada's SchoolNet GrassRoots Communities website, may be adapted and used to obtain permission:

- Parental Permission for Participation in a Web-Based Project:
<<http://www.communities.ca/e/permform.html>>.

For More Information

For further information, access the extensive online bibliography of copyright resources on the Manitoba Education, Citizenship and Youth, Instructional Resource Unit (IRU) Library website at: <<http://www.edu.gov.mb.ca/metks4/instruct/iru/pubs/web/c/index.html>>.