

COPYRIGHT RULES

Copyright law does not allow the republishing of text or graphics found on the Web on District sites or file servers without explicit written permission.

For each republishing (on a Web site or a file server) of a graphic or a text file which was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. In many cases, that notice should also include the URL (Web address) of the original source.

Students and staff engaged in producing Web pages must provide campus web site managers with e-mail or hard copy permissions to file before the Web pages are actually published. Click here for the form letter. In the case of "public domain" documents, printed evidence must be provided to document the status of the materials.

The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a Web site, the manager of that Web site may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Staff members and students with questions regarding these guidelines are advised to check with the Campus Web Site Manager in their building before proceeding with the collection of images and text.

Schools and non-profit organizations may copy and make use of these materials within their own school districts or may republish the pages on their Web sites provided that a clear notice of source is included on the Web page.

INTERNET COPYRIGHT RESOURCES

FOR FURTHER STUDY

The Stanford Copyright & Fair Use Site

A comprehensive offering of articles and resources exploring copyright issues

COPYRIGHT PERMISSION LETTER

DIRECTIONS: Whenever a student or staff member wishes to link to someone else's writing or graphics from a Grand Prairie Independent School District web site, explicit permission must be obtained from the owner of the copyright or evidence must be provided that the materials are "in the public domain." The form below may be copied and pasted into an e-mail message sent to the owner of the site and/or the owner of copyright. An e-mail reply which answers all questions and grants permission should be printed out and presented along with any Web pages being submitted to the library media specialist for publication. Every Web page containing such items must provide full credit to the source, indicate that permission was granted and include a notice clarifying that all rights are still reserved by the copyright owner.

Copy the letter below, and paste it in an E-Mail to webmaster

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

COPYRIGHT PERMISSION REQUEST

(Type Name of site here)

(Type Name of webmaster here)

(Type e-mail address of webmaster here)

(Type URL(s) of Web page(s) containing desired item(s))

Dear (insert name of webmaster),

I am a (insert either "student" or "teacher") in the Grand Prairie (Texas) Independent School District creating web pages for a school project. My school is (insert the name of school). My e-mail address is (insert full e-mail address).

We are currently engaged in a project which (insert description of the project and its goals here).

While doing research for this project, I visited your excellent site and was impressed with what you have done.

I am interested in gaining permission to link the following material from your web site to ours:

(describe first item)

(describe additional items)

Are you the holder of a copyright for these materials?

Yes No

If you are not the holder of a copyright, can you identify the owner and supply an e-mail address so that I may contact the owner?

If you are the holder of copyright, may we link these items, including at the bottom of the web page a clear notice that we are linking the item with your permission, with all rights reserved?

I give my permission.

I do not give my permission.

Please indicate anything you wish for us to place at the bottom of the page describing your copyright restrictions: