
GCS COPYRIGHT GUIDELINES – SUMMARIZED

At Glenelg Country School, we are concerned in both protecting our own work and in respecting the copyright protection of others. As such, we have developed a set of copyright guidelines which can be found in their entirety at <http://www.insidegcs.org/lib/us/GCSCopyrightGuidelines.pdf>. This document summarizes that information.

WHAT IS COPYRIGHT?

Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works.....ⁱ

The owner of the copyright owns the expression of their ideas. The owner of a copyright is the only one who can give others the permission to make copies; to make derivations of; to perform; or even to distribute the protected work. **If you violate any of the protections provided by copyright, you are breaking the law.** However, the protections provided by copyright are influenced by time, “Fair Use”, and also “The TEACH ACT”.

GCS GUIDELINES FOR USING COPYRIGHT-PROTECTED WORK:

Employees and students of the Glenelg Country School are expected to follow copyright law. This extends to all employees and all works; the law is not limited to just materials used in the traditional classroom but also to items such as blueprints, software, websites, choreography, and even sculptures and advertisements. With a general understanding of copyright, if you are still not sure whether or not a work is protected by the law, it is in your best interest to assume it is. Additionally, whenever a portion of a copyright-protected work is used within the guidelines of Fair Use and the TEACH Act it is expected that proper credit will be given to the original work and copyright-owner through an appropriate citation. Proper credit should also be given when using any work within the public domain.

GCS OWNERSHIP OF COPYRIGHT:

With the exception of items made on their own time, on their own resources, and for their own purposes, materials (“works of authorship”) made by GCS employees are considered authored by GCS. This means GCS shares the copyright of any and all such works. GCS also owns specific licensed work, including the school name, images, and logos. Permission to use these copyright and licensed works beyond GCS-approved affiliations (classrooms, publications, the Moodle Learning Management System, etc.) should be requested to the Head of School and/or the GCS Office of Development.

ⁱ U.S. Copyright Office. Library of Congress. *Copyright Basics*. Washington, DC: U.S. Government Printing Office, 2008. U.S. Copyright Office – *Information Circulars, Factsheets, and FLs*. Web. 14 Apr. 2010. <<http://www.copyright.gov/circls/>>.