**Ethics (Computer Usage/Copyright Policy)**

**Computer Usage Regarding School Computers**

Unless you have prior permission from the teacher:

* Visit only approved/authorized websites on school computers
* Work only on assignments for this class during class time
* Work on/edit only those documents created by you
* Do not download recordings/graphic images from the Internet

General lab guidelines:

* No food or beverages near the computers
* No roughhousing or sitting on furniture other than chairs while in the computer lab
* Do not touch the monitor’s screen
* Use only approved storage devices on computer lab machines (CDs, flash drives, memory sticks, etc.)

**Copyright Highlights**

**What is protected?**

* Personal expressions of ideas expressed in a fixed tangible form (author’s life plus 50 years)
* Protected actions
* Direct copies
* Disseminating copies
* Derivations
* Public display/performance

**Are there exceptions?**

* “First Sale” rule (Bowyer, 2000)
* “Fair Use”- “Privilege in others than the owner of a copyright to use the copyright

[protected] material in a reasonable manner without his consent” (Basic Books, Inc. v. Kinko’s Graphics, 2001).

o Purpose of use o Nature of work

o Amount used

o Costly effect on the potential market

**What can I do?**

Most common issues for students:

* Copy 10% or 1000 words of text
* Include direct quotations with cited source
* Make limited copies of print materials for personal use
* Make a backup copy of software for personal use
* Use five images from an artist or photographer with permission and cited source

Some other issues to consider:

* Use 10% or 15 images from a collective work with permission and cited source
* Show an entire work/recording with permission
* Show 10% or three minutes of motion media