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| **Text and Data**  **I CAN:**  \*use up to 1,000 words of  articles, essays and  stories.  \*use up to 250 words of a  poem  **I CANNOT:**  \*use more than 3 poems by the s  same author | **Photos and Illustrations**  **I CAN**:  \*use a single photo or  illustration.  \*use up to 5 images by a  single author.  \*use a single data chart,  graph, or picture from  one source. |
| **Movies, Music and Lyrics**  **I CAN:**  \*use up to 3 minutes of  a movie or video.  \*use up to 30 seconds of  music and lyrics.  **I CANNOT:**  \*change work without  permission. | **Internet Download**  **I CAN:**  \*create links to  other websites.  \*use information  from the internet in multi-  media presentations.  **I CANNOT:**  \*download from one website  and put it on another. |

Copyright guidelines

Mrs. Reynolds\*Altara Elementary

When you do a report or create a project for school, sometimes you will want to use other peoples’ work for it. Things you may want to include are; pictures, music, text, and videos.

The work that they have created is theirs. If you want to use their work, you need to follow the guidelines below. Read and follow the guidelines. You will then be a “Responsible Copyright and Fair Use Guidelines User!” ☺

\*IF you use more than what is listed below, you must ask for permission from the person who created it. See Mrs. Reynolds for the form, and help on how to do this.