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- 1) If you do not own the work, you may use it for one semester without asking permission. It must be removed at the end of the semester unless you have asked and received permission.
- 2) The copyrighted online media must be located in a password protected area (i.e. Blackboard or iTunesU) and made available only to your enrolled students.
- 3) You may only use a percentage of the complete work. (Unlike on-campus fair use.) The percentage may vary with the type of work, but generally you should use no more than 10% of the total work if it is a long piece, i.e. a feature film. Fair use supports use of an entire short piece like a 30-second public service announcement to kick off an online discussion.

Fair use guidelines must be followed if you:

- intend to place any video or audio on the web (be it your faculty website or in an online course) that you do not have copyright permission for.
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- link to a website, make sure you cite the owner of the website you're linking to.

Scanning a document and posting it online is breaking numerous copyright laws (unless you own it/created it).

Reference: [Stanford Copyright and Fair Use website](#)

Technology, Education, and Copyright Harmonization (TEACH) Act (2002)