Al Batool Virtual International School And Al Forqan Private School (Virtual American Program)
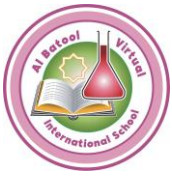
K-12 Private School

Copyright and Fair Use Guidelines for Teachers

Copyright and Fair Use Guidelines

To ensure you are following proper copyright protocol, consider the following suggestions before using and/or copying materials within your online courses:

- Link to a copyrighted source that's available online unless that violates terms of use.
- Embed YouTube videos because embedding is a form of linking and the YouTube license is sufficient for use.
- Use copyrighted material without permission if it is covered under Fair Use.

Fair Use is permitted under certain conditions when your use contributes to society. See the resource box on this page to learn the four factors of Fair Use.

This job aid provides a quick reference specifically for teachers regarding copyright and Fair Use. **Copyright and Fair Use Guidelines for Teachers**
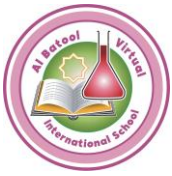
When in doubt of a copyright infringement, ask the owner of the work for permission. Use Public Domain resources whenever possible. Also, provide the appropriate attribution to the work such as pictures you may use online. **Creative Commons** provides easy to use licenses to reuse materials. Check out royalty-free images to use in online courses:

• **Pixabay**
• **Pexels**
• **Flickr** — filter search results by Creative Commons license
• **Wikimedia** — all images are either Creative Commons or Public Domain.

How to Cite Sources

What are the benefits of properly citing one's sources of information?

- Gives credit where credit is due.
- Provides a trail so that other people can locate the sources you used.
- Provides evidence of your research.
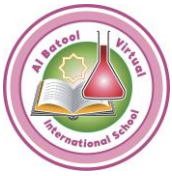- Helps you avoid plagiarizing and is a good model for students.

Many quick reference guides for properly citing your sources are available online. Provide several to your students or create your own based on your favorite resources and post it in your course resources area in your course LMS.

What Is Not Copyright Protected?

- Facts
- Ideas
- A joke that is not written down
- A song that is sung but is not written down
- Short names or slogans
- Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents.
- Items that are common property with no original author such as calendars, rulers, etc.
- Works in the public domain or the federal government

What Is Copyright Protected?

- Websites, presentations, published music, reports, etc. — any original work created in tangible form
- Anonymous works until 95 years after publication
- The HTML code used to create web pages
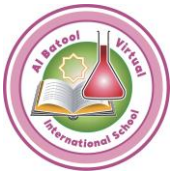- Graphics, pictures, or charts from other websites
- Commercial software

Plagiarism

Typically, students do not get a lot of instruction about plagiarism and the consequences. Many people suspect the online environment is rife with cheating and plagiarism. Post your expectations for original and cited work in your course and provide guidelines or online sources students can use as a reference. Contact mentors if you need support with particular students or assignments.

Detecting Plagiarism Online

- Conduct a web search by copying and pasting several lines of the document into the search engine to find a match on the internet. Follow your teacher radar if an assignment doesn't feel right and raises a red flag with you.
- Check the time and date stamp of when the assignment was submitted. Most LMSs provide time and date stamps for all assignments submitted within the course. If a student submits several assignments within a very short time frame, this may be an indication of inappropriate assignment sharing with another individual.
  - See attachment of **Student Activity Details** from Apex Learning LMS on Appendix A.
- Ask if the student is using a flash drive to save his/her work and then submits all work at the same time.
- Ask the student if the author of the document is a relative who registered the software (like Word, PowerPoint, etc.) on the computer the student uses for online classes.
- Ask if the student used a public computer such as at the school's computer lab and forgot to logout which may have allowed someone else to access the course without the student's knowledge. The mentors should be able to help you verify if the student was working on a computer in an online learning lab.
- Use plagiarism checking software like https://www.duplichecker.com/

When I see an assignment that does not appear to be the student's original work, I assume that the error is on my end and clarify by asking a few questions. In my follow-up feedback, I ask the student specific questions that would expand on their work to check for true understanding of the material. I may also ask for specific references and/or resources that the student used to help in completing the assignment. This almost always clarifies whether plagiarism is a factor in the completed assignment.

Preventing Poor Choices Like Cheating and Plagiarism

- Be sure students understand what constitutes plagiarism and how to cite sources.
- Provide students and mentors your expectations for the assessment setting (e.g., no phones, browsers closed).
- Develop good relationships with students.
- Emphasize learning and mastery over accountability and completion.

Proctored assessments can be set up to help verify who is taking an exam. For example, the instructor password-protects a test and provides the password to the mentor at the local school who then goes to that student's computer, types in the password, and the test then opens up for the student. This solution takes coordination on the part of the student, mentor, and instructor.

If possible, where the course design provides a test bank of questions which can be randomly selected for each test taker or the order of the questions can be rearranged, take advantage of those options to help maintain the integrity of the assessment.

If you suspect that someone else may be taking an assessment for your online student, then set up a mutually agreeable time in which you can conduct a verbal assessment with the student to validate your concerns.
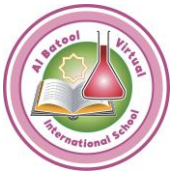
Standards for Online Education

While the quality of the course you're teaching may be out of your hands, know that other agencies and organizations provide oversight and/or guidelines that contribute to a quality online teaching and learning experience.

Course Quality

Quality Matters (QM) is the global organization leading quality assurance in online and innovative digital teaching and learning environments. QM's mission is to "promote and improve the quality of online education and student learning nationally and internationally through:

- Development of current, research-supported, and practice-based quality standards and appropriate evaluation tools and procedures.
- Recognition of expertise in online education quality assurance and evaluation.
- Fostering a culture of continuous improvement by integrating QM Standards and processes into organizational plans to improve the quality of online education.
- Providing professional development in the use of rubrics, tools and practices to improve the quality of online education.
- Peer review and certification of quality in online education.

Appendix A
Student Activity Details from Apex Learning LMS

Student Activity Details

Activity Details for Majd Abutalib

Activity 1.1.5 : Quiz : Characterization

Due Date:	N/A
Points Possible:	10
Minimum Mastery Score:	6

Student Performance

This Student's Current Score:	8 (80%)
Class Average:	7.8 (78%)
Number Students Complete:	19 (95%)
Number Mastered:	19 (95%)

Activity History

Date Recorded	Score	Action	Updated By	Time Taken
14 Sep 2020 2:07:03 PM	8	Student Earned	Majd Abutalib	30.82 minutes