



BEST PRACTICES for online presentations

copyright + permissions

Most creative works (including images, photos, tables, charts, graphs, music, videos, etc.) are protected by copyright law, even if they don't have a mark or symbol. Permission is needed to use copyrighted works in your continued Early Childhood Education (ECE) course. The following tips have been compiled to help you comply with copyright law and create an engaging presentation

- **Own your material**

Use material you own. If your material was published in a journal or book, the publisher may own the copyright, and you may need permission to use it in your course.

- **Take your own images.**

Use your camera, smartphone or tablet to take your own images rather than use images from an outside source.

- **Shoot your own videos.**

Use your smartphone or tablet to shoot your own videos.

- **Use public domain content.**

Use content that is in the public domain or other content that does not require permission. Look for the public domain mark (©) or works labeled as "CC0".

- **Obtain permission - always.**

Obtain explicit, written permission to use copyrighted images and material.

- **Show and tell.**

Use your webcam to demonstrate a concept. Talk about data and findings without showing tables/graphs that you have not secured permissions to use.

- **Don't** simply redraw or re-arrange someone else's data and write "Adapted" as this is a violation of copyright law.

- **Don't** assume items from Google Images, YouTube, or other popular online sources are copyright free. Most creative works on the Internet are in fact copyrighted.

- **Don't** assume you have permission to use something in your ECE course because you had permission to use it in another presentation or in another situation. Permissions must be obtained for each specific use.

- **Don't** use anything you can't attribute to a source; it is likely copyrighted.

- **Don't** simply include a link or citation to a copyrighted work and use it without permission. This is a violation of copyright law.

When in doubt, leave it out! If you don't own or have explicit permission to use something in your course, leave it out.

FAQ

- **How do I know if an image (or chart, graph, photo, etc.) is copyrighted?**

Most creative works are copyrighted, even if they do not have a copyright mark or symbol. Therefore, you must assume something is copyrighted unless you find out otherwise.

- **Since my course is educational, does it fall under fair use?**

No. Your ECE course does not fall under fair use. Therefore, permission is required to use any copyrighted work (image, photo, table, chart, graph, music, video, map, etc.) in your course.

- **Are there any resources for images that don't require permission?**

Yes. Look for images in the Public Domain or listed as "CC0" as they do not require permission. Additionally, images with the following Creative Commons licenses may be used in your ECE course, provided that you follow the conditions associated with the license (such as correct attribution of the work):

CC-BY

CC-BY-SA

CC-BY-ND

Images with Creative Commons licenses that do not allow commercial use (such as those with "NC" in the license) cannot be used in your ECE course.

Wikimedia Commons, Pexels.com, flickr, pixabay, and other websites may have images in the Public Domain and with various Creative Commons licenses. Be sure to read and follow the terms associated with each image you would like to use.

- **How do I obtain permission?**

Send a request to the copyright owner with your name and title, asking permission to publish their work in your continued ECE presentation for the purposes of online continuing education. Include a link or attachment with the work you want to use. Indicate that you will include a citation acknowledging the owner and source of the work.

- **Can I use a work without permission if I include a link or citation?**

No. Permission is required to use copyrighted works.

- **Can I use stock photos?**

Check the terms associated with the license you purchased as there are likely restrictions as to the number of times and places where you may use the photos. When in doubt, do not use stock photos in your course.

- **Can I use tables and charts from my own research?**

If the research was published in a journal or book, the publisher may own the copyright to the tables, charts and figures. Get permission from the publisher to publish the images in your course on continued.com.

The continued Early Childhood Education team is here to help you create an impactful course that provides an excellent learning experience for participants and is aligned with best practices for use of all assets. Please contact us for more resources and support.

Contact

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