

The **Copyright Form** MUST be completed and included in all competition entries. The Team Leader should definitely do a final copyright check, but should also encourage the team to complete copyright checks on content submitted to the publication as they go.

What should be checked?



TEXT



IMAGES

(Illustrations, photos, graphics etc)



VIDEO



MUSIC

How do I check?

If the content is **original work** of a member of your team, the person who created it owns the copyright - so you need to check they're happy that the work is used.

If the content was found somewhere else (from a '**third party**') such as a book, magazine or website, you must check if the creator or publisher gives permission for their work to be used. Even for things found on the internet, don't assume that just because they are free to view they are free to use – everything needs a copyright check.

Firstly, see if the material is included under the **CLA Education Licence** your school holds, which covers you to copy. Put the ISBN, title or URL in to our [Check Permissions tool](#) (also available as an [app!](#)) to see if the material is covered by the blanket permission that the CLA licence gives. If you get a 'green' result, you're covered to copy the content under the CLA Education Licence.

If you get a 'red' result, don't worry, it doesn't mean you can't copy the material - just that you have to do a bit more digging. For a book, it might be worth contacting the publisher to see if they will grant you **direct permissions**. For a website, check the Terms of Use or **Terms and Conditions** to see what is said about copying from the site. If you still can't copy having looked at all of these options, it might be best to use something else, or create the content yourselves.

Does the reader need to know I've copied?

However you end up copying, always make sure you **acknowledge or credit** the material you're using. Give basic information about the work – the creator and year of publication – next to the copy, or at the end of the publication. This means that people will be able to trace the original creator.

Support creators

If you want to do your bit to pay back the people whose work you are using, tell us what you've copied for your newspaper via our mobile [app](#). It doesn't take long, and by telling us what you've copied and how much, we can make sure that the creator gets paid fairly for the use.

We're making a profit on our publication – does that matter?

If you are making money from the sale of your publication, then you will need to seek direct permission for all the content you copy. This is the same as real life publishing – if you make money from someone else's intellectual property you always have to check with them first.

Helpful links:



[CLA Schools](#)
[BBC: Copyright Aware](#)
[Copyright Hub](#)

[ALCS Guidance notes](#)
[BIPP Guide to Using Images](#)
[Copyright User](#)

Copyright Form: Example

Item description	Item type	Page/section	Source	Credit	Permission
Feature article "why 16 year olds deserve to vote"	text	p.10	Original student work	Anisha Chowdery: 2012	Yes - Direct
Feature article "Jessica Ennis-Hill: Britain's greatest athlete?"	photo	p.16	Women's Fitness magazine	Harry Clarke	Yes – CLA Licence
Film review "Red Riding Hood"	Photo/poster	p.12	Google images www.imdb.com	? Warner Bros	It was free on the internet No

When you find an image from the internet, remember that the search engine that you use to find it is not the source. The search engine is drawing results from elsewhere, so you have to go and check the original source to see if copying is allowed.

For example, this is the URL of a picture from a film found through Google images:

https://www.google.co.uk/search?q=red+riding+hood+imdb&source=lnms&tbn=isch&sa=X&ved=0ahUKEwiNhpSU3PDNAhUCLMAKHYPAYkQ_AUICCgB&biw=1768&bih=923#imgrc=0HFQsaKi4pTB9M%3A

The **source** site of the picture is actually the domain that comes after the Google URL, highlighted here in yellow, and in this case IMDb.com.

Therefore, you must check the terms and conditions of the source site to see if you are allowed to use their picture in your publication and know who to credit. The IMDb (International Movie Database) Ts and Cs says this:

Copyright

All content included on this site in or made available through any IMDb Service, such as text, graphics, logos, button icons, images, audio clips, video clips, digital downloads, data compilations, and software, is the property of IMDb or its content suppliers and protected by United States and international copyright laws. The compilation of all content included in or made available through any IMDb Service is the exclusive property of IMDb and protected by U.S. and international copyright laws.

And the credit that IMDb has included for the picture is this: © 2011 Warner Bros. Entertainment Inc. All rights reserved . This means that Warner Bros control the copyright and suggests that they have given or sold IMDb the rights to use this picture on their site - which means you do not have permission to use the photo. You could:

- contact the rights-holder (Warner Bros) directly to ask permission;
 - look for sites that are covered by the CLA Schools Licence, or;
 - look for sites offering free image banks with permissions to use the pictures in your own work.
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