

**SMU COPYRIGHT 4 STEP GUIDE FOR
PUBLISHING STUDENT PROJECTS ON THE INTERNET**

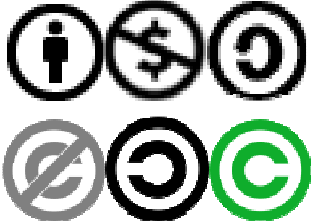
STEP	Description	Remarks
1	Finding images to use on your project (for including in your presentations and reports), from Wikipedia Commons .	
2	Give credit to the owner of the image, by attributing authorship.	Simply add the full URL to the picture in your presentation.
3	Looking to other websites / sources for content	If you have used images only from Wikipedia Commons , please skip to STEP 4 , otherwise please approach your lecturer for assistance.
4	Final checks	

STEP 1 : Finding truly free images for your project


We would strongly encourage you to find pictures for use on your project at the links below :

http://commons.wikimedia.org/wiki/Main_Page

When you use a picture from these websites, do **ensure that at least one** of the symbols below are found in the licensing details accompanying the image you intend to use.

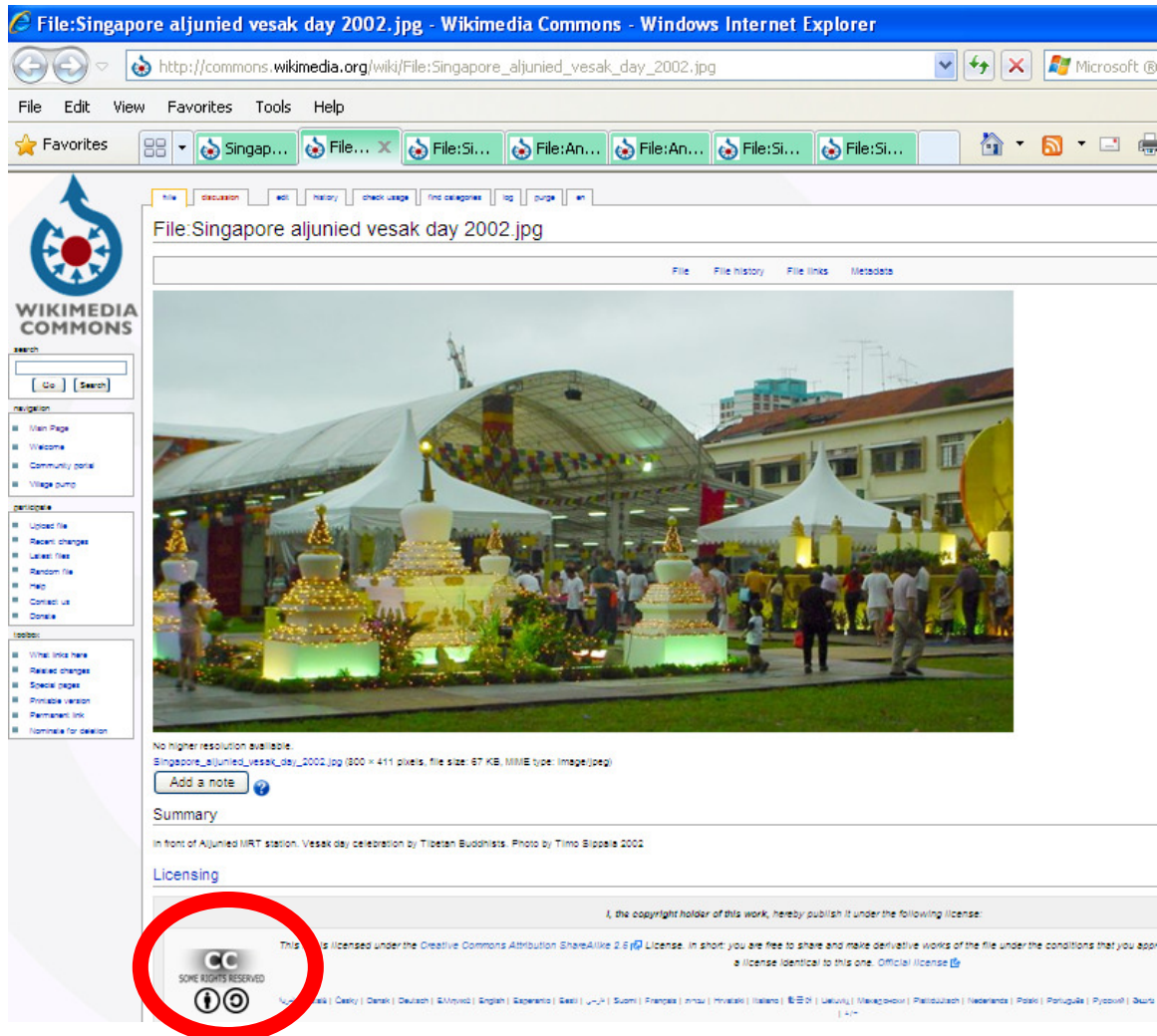
	<p>For more details on what each symbol indicates, you may wish to look at this link :</p> <p>http://commons.wikimedia.org/wiki/Commons:Copyright_tags#Free Creative Commons licenses</p>
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BUT If you see **any** of these symbols, then you **cannot use** the image in your project.

	<p>(These symbols generally mean that the copyright is unclear or that you will not be allowed to use the image / combine it with other materials).</p> <p>For more details, you may wish to look at this link :</p> <p>http://commons.wikimedia.org/wiki/Commons:Copyright_tags#Free Creative Commons licenses</p>
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Example of where the copyright symbols are located on a website (The picture below can be used for your project)



STEP 2 : Attribute the owner of the image

Example of how to reference the source of an image, when using it for your project

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From:

http://commons.wikimedia.org/wiki/File:Singapore_aljunied_vesak_day_2002.jpg

STEP 3 : Sourcing images from other websites

There are usually several complications with using images from websites (other than from **Wikipedia Commons**) including:

1. getting consent to use from the correct person;
2. having to pay a fee to get the consent needed to use;
3. a fine may be payable if content is used without consent and you wish to continue using it;
and/or
4. having to remove the content and amend the project, if consent is not given from the actual owner;

For these reasons, we would **strongly** encourage that you use media from the **Wikipedia Commons** website.

If you must use content from other websites, please approach your lecturer for assistance on this project.

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STEP 4 : COMPLETE the CHECKLIST

Content clearance checklist

It is important to make sure that material used on your project (“content”) does not infringe intellectual property laws or is unsuitable for publishing on the internet.

If your answers are YES to all the questions in the checklist then content is safe to post on the internet.

If any of your answers is NO to any of the questions then you should contact your Professor to clarify before posting the content.

CHECKLIST	RESPONSE
Is the content (picture, video, sound recording, text etc) licensed royalty free?	YES / NO
Has permission been given to you, by its relevant owner, to use the content? (Proceed to next question if your material is licensed royalty free from Wikimedia Commons)	YES / NO
Is the content free of privileged and/or confidential information on SMU administrative/communication/academic policy?	YES / NO
Is the content free of anything which may endorse hatred, strife or intolerance (ethnic, racial, political or religious) with the inclusion of any unsubstantiated, malicious, derogatory, libelous and/or defamatory comments?	YES / NO
Is the content free of anything which may promote outwardly or subliminally, glorify the gratuitous aspects of sex, nudity, violence, anti-social, discriminatory/anti-democratic behavior?	YES / NO