

TEACH Act Checklist

Use checklist to determine if proposed use of online materials complies with the TEACH Act.

Name: _____ Date: _____

Class or Project: _____

Title of Copyrighted Work: _____

My college/university is a nonprofit accredited educational institution or governmental agency.

It has a policy on the use of copyrighted materials ([Board Policy 3.27 Copyrights](https://www.minnstate.edu/board/policy/327.html) [System Procedure 3.27.1 Copyright Clearance](https://www.minnstate.edu/board/procedure/327p1.html) <https://www.minnstate.edu/board/procedure/327p1.html>).

It provides accurate information to faculty, students and staff about copyright.

Its systems will not interfere with technological controls within the materials I want to use.

The materials I want to use are specifically for students in my class.

Only those students will have access to the materials.

The materials will be provided at my direction during the relevant lesson.

The materials are directly related and of material assistance to my course content.

My class is part of the regular offerings of my institution.

I will include a notice that the materials are protected by copyright.

I will use technology that reasonably limits the students' ability to retain or further distribute the materials.

I will make the materials available to the students only for a period of time that is relevant to the context of a class session.

I will store the materials on a secure server and transmit them only as permitted by this law.