

## Copyright Guidelines for cuPortfolio Users

As a cuPortfolio user, it is your responsibility to understand and respect copyright. If using copyrighted material, you are responsible for determining what the copyright licence is for the work and ensuring that your actions are consistent with the [Carleton Academic Integrity Policy](#) and the [Copyright Act](#).

Copyright rules apply to most documents and online content. For example, if something is freely-available on the internet this does not necessarily mean that it is copyright-free. It is important that you understand cuPortfolio copyright policies so that you know *when* and *how* you are allowed to include copyrighted content in your portfolio.

### Fair Dealing

The copyright policies regarding cuPortfolio vary depending on the purpose and sharing settings of a portfolio. If you use cuPortfolio strictly for **educational purposes** and only share your portfolio using a **password protected method** (i.e. [sharing with another user or group](#), **NOT** [creating a secret/public URL](#)), then your use of these materials likely falls under [Fair dealing](#). Fair dealing is the idea that there are some uses of copyrighted work (such as educational uses) that are considered to be fair and may occur without seeking permission from the holder of the copyright. For more information on fair dealing, visit the [Copyright at Carleton website](#).

### Copyright Concerns

If you create a public link of your portfolio, fair dealing policies may not apply. When creating a public link, it is always best to make sure that all content in your portfolio is not copyrighted.

### Tips and Best Practices

- Consistent with the [Carleton Academic Integrity Policy](#), you must always provide proper citations when using another's work, whether or not fair dealing applies to your portfolio or if the material is copyright-free.
- It is best to use copyright-free material even if the expectations for your assignment do not require you to share your portfolio publicly. It is good to get in the habit of finding [Creative Commons](#) materials (or similar licences), and this way, you will be able to share your portfolio at any point without copyright concerns.
- There are several sites and search features you can use to find copyright-free images online:
  - [Google Image filter](#)
  - [Flickr creative commons](#)
  - [Icons](#) (requires membership and free images have small watermarked attribution)
  - [Morgue File](#)
- Embedding external media (YouTube videos, Twitter feeds, SoundCloud tracks, etc.) into your portfolio does not create a second copy, but is just a visual way of providing a link. This means that even if you share the portfolio publicly, you are usually still allowed to have these materials featured. However, it is important to ensure that the content is not infringing in the first place (i.e. the original poster of the content is the rights holder) and there is no obvious notice or clearly stated restriction on re-using the material.

### Contact

For questions regarding copyright, contact the Carleton copyright experts at [copyright@carleton.ca](mailto:copyright@carleton.ca).

For questions regarding cuPortfolio, contact the Educational Development Centre at [edc@carleton.ca](mailto:edc@carleton.ca)