

PITT COUNTY SCHOOLS
WEB SITE COPYRIGHT PERMISSION FORM

When a student or staff member wishes to re-publish someone else's writing or graphics on a Pitt County Schools web site, explicit permission must be obtained from the owner of its copyright or evidence must be provided that the materials are in the public domain.

Directions:

This form may be sent via e-mail to the owner of the site and/or the owner of the copyright. An e-mail reply that answers all questions fully and grants permission should be printed out and presented along with any web pages being submitted to the PCS Webmaster for publication.

Every web page containing such items must provide full credit to the source, indicate that permission was granted, and include a notice clarifying that all rights are still reserved by the copyright owner.

Name of Site _____ Name of Site Manager _____

e-mail address of Site Manager _____

URL(s) (addresses) of Web page containing desired item:

Dear _____ :
(name of Site Manager)

I am a _____ in Pitt County Schools creating web pages for a school project.
(insert "student" or "teacher")

My school is _____ My e-mail address is _____
(insert name) (insert full e-mail address)

We are currently engaged in a project which _____
(insert description of the project and its goals)

While doing research for this project, I visited your excellent site and was impressed with what you have done. I am interested in gaining permission to re-publish the following material from your Web site on our school's Web site: _____

Are you the holder of a copyright for these materials? ____ Yes ____ No

If you are not the holder of a copyright, can you identify the owner and supply an e-mail address so that I may contact the owner? _____

If you are the holder of copyright, may we republish these items with a clear notice that we are re-publishing the item with your permission, with all rights reserved?

____ I give my permission. ____ I do not give my permission.

Please write any words you wish for us to place on the page to describe your copyright restrictions:

Thank you.