

Handy Checklist of Faculty TEACH Act Responsibilities

<input type="checkbox"/>	The materials I want to use are specifically for students in my class
<input type="checkbox"/>	Only those students will have access to the materials
<input type="checkbox"/>	The materials will be provided during the relevant lesson
<input type="checkbox"/>	The materials are directly related and of material assistance to my teaching content
<input type="checkbox"/>	My class is part of the regular offerings of my institution
<input type="checkbox"/>	I will include a notice that the materials are protected by copyright
<input type="checkbox"/>	I will use technology that reasonably limits the students' ability to retain or further distribute the materials
<input type="checkbox"/>	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
<input type="checkbox"/>	I will store the materials on a secure server and transmit them only as permitted by this law
<input type="checkbox"/>	I will not make any copies other than the one I need to make the transmission
<input type="checkbox"/>	The materials are of the proper type and amount the law authorizes: <ul style="list-style-type: none"> • Entire performances of non-dramatic literary and musical works • Reasonable and limited parts of a dramatic literary, musical, or audiovisual works • Displays of other works, such as images, in amounts similar to typical displays in face-to-face teaching
<input type="checkbox"/>	The materials are not among those the law specifically excludes from its coverage: <ul style="list-style-type: none"> • Materials specifically marketed for classroom use for digital distance education • Copies I know or should know are illegal • Textbooks, coursepacks, electronic reserves and similar materials typically purchased individually by the students for independent review outside the classroom or class session
<input type="checkbox"/>	If I am using an analog original, I checked before digitizing it to be sure: There is no digital copy of the work available except with technological protections that prevent my using it for the class.

