

Before adding content to your ePortfolio, you should take into account several legal and ethical practices. Use this handout to determine when and how you should use images, videos, and music.

Copyright

Copyright is designed to protect original authorship and it begins the moment a work is created. As a result, nearly every piece of media on the web is copyrighted, even if it does not have a visible copyright symbol. For images, the best way to ensure you do not violate copyright is to take your own pictures. You can also ask a friend or colleague to take pictures of you participating in events or activities. If you use a picture or recording taken by a friend or colleague, make sure to ask permission to use their media and include a credit in your ePortfolio.

Sometimes, artists and photographers will waive their rights and encourage others to use their work. If you prefer not to use your own media, or if your subject matter prevents you from creating your own media, try searching in the databases below. Creative Commons is the most popular database for images, videos, and music. Remember, even if you use these databases, you will probably still need to credit the artist.

- search.creativecommons.org
- pixabay.com
- commons.wikimedia.org
- pexels.com

Permission

In general, you should ask others for permission to include a picture or recording of them in your ePortfolio. Even if you created the media yourself, this step honors the safety, privacy, and personal preferences of others. This is especially important if individuals are easily identifiable. Examples of contexts when you should ask for permission include but are not limited to: study abroad programs, volunteer activities, class or research projects, and teaching experiences. You can also ensure the safety and privacy of others by modifying camera angles or cropping pictures to ensure they are no longer easily identifiable.