Creating Web Content Behind Secure Log in

I. Why?
   a. Required by law, policy or other mandate
   b. Posting copyrighted material that should not be accessible to general public
   c. Limit access to select individuals

II. Best practice
   a. Create a web page that states log in is required, and what to look for once logged in.
      i. Choose Flex Page (Default)
      ii. In the page name indicate in parenthesis log in required
          1. Ex1: My Course (log in required) or
          2. Ex2: Administrative notes (log in required)
   b. Create main restricted page below page notifying of secure log in required
      i. This creates the hierarchy that there is a secure area of the web site, viewable by everyone at all times. However the secure content and menu structure is only visible after logging in.
      ii. Not beneath, but indented
      iii. Create page
      iv. Select Organize Pages
          1. Drag and drop near the main restricted page
              a. Note the + sign
      v. Will appear indented like an outline, in Schoolwires Section Workspace (editor)
   c. Select Actions at the main restricted page level
   d. Choose Set Viewers
      i. It is preferred that access is restricted by group (Ex: CHS Students, FCUSD Staff)
          1. More efficient
          2. Easier for web site editor
      ii. Else select by user
          1. Type in username or any part of name
   e. Browse for the group(s) you wish to grant access, or search by user name
   f. Be sure to click ADD
   g. Test
   h. Continue adding content under the main restricted page
   i. Choose to hide page when no one is required to access content, if applicable
      i. Click on the top page that states log in required
      ii. Uncheck checkbox in lower left area: “Activate on my page”
          1. This can be done at the top page or any subpage giving the ability to restrict what and when content is accessible
2. To restrict subpage access click Actions, Page Options and on the General Tab Check the checkbox: “Hide this page from website navigation”

j. Do not make the main /welcome / top page of your site restricted to log or in active, as this will take your entire site offline.

In summary key points to remember:

To protect copyrighted information place it on a secured flex page.

To protect copyrighted files they must be contained within a secure file library app.

The pages themselves don’t necessarily have to be under or below the Log In Page. This just makes it easier to navigate and maintain. Any page on your site may have restricted access by setting viewers, but the log in page will indicate actions that need to be taken to view the material / information.

You may only set viewers to be FCUSD employee groups or FCUSD student groups.
III. Screen shots of process

Creating Secure log in web area
Create pages

Note in my example the Protected Content Welcome Page is the level which is only visible after logging in
Organize sub pages below log in page

![Screenshot of site manager interface](image.png)

See that My Secure Content (log in required) is above the Protected Content
Setting Viewers

Set viewers at the Protected Content page level not the log in required page, else the log in required page will not show up until they have logged in (but how would they then know a log in was required?)
OR
Hiding Pages / Deactivating

Main Page:
IV. How it appears to web site viewers

Before logging in:
After logging in:

After clicking on the + sign:
This method is utilized for displaying secure content on a page for example a password or URL to web based resources not generally accessible to the public.

To post a file securely it must be done on a secure web page (as explained above) and utilizing a File Library APP. I can demonstrate why if anyone is interested.

Please IM or e-mail me for more information / assistance.
According to Wikipedia ...

Copyright is a legal right created by the law of a country that grants the creator of original work exclusive rights for its use and distribution.

The exclusive rights are not absolute but limited by limitations and exceptions to copyright law, including fair use.

Fair use is a legal doctrine that permits limited use of copyrighted material without acquiring permission from the rights holders.

How to tell if something is copyrighted:

Look for the Copyright symbol.

For books and most publications there will be a copyright notice within the first few pages (or inside the front or back cover).

For software and electronic media it may be contained in an EULA (End User License Agreement), or documentation supplied with the purchase.

Fair Use may be disclosed in a written agreement such as a site license agreement.

When in doubt ask your supplier or in some cases the publisher themselves. If distribution is allowed inquire about the details – may it be photocopied, posted on my website ... accessible to the public, only to my students, time restrictions.
How did the vendor find the file?

Some add specific text to their PDF documents. When a web robot catalogues a file on the Internet it grabs snippets of text to describe the file. Then using various search tools to look for documents posted to the Internet in the public domain that are their files a report is sent to them with specific information about the offender.

Search for the file name on Google.

Reported file names and linked URLs. When rogue illegal file sellers are infiltrated by law enforcement or an organizations “copyright police”.
### Examples of reports of Copyright Violation(s):

**b: RE: Folsom Cordova Unified School District posting of login credentials - 6043**

**From:** "Permissions, School" <School.Permissions@hmhco.com>
**Date:** April 30, 2014 at 8:23:20 AM PDT
**To:** "Jenkins@fousd.org" <Jenkins@fousd.org>
**Subject:** Folsom Cordova Unified School District posting of login credentials - 6043

Dear Mr. Jenkins:

It has come to our attention that Folsom Cordova Unified School District has published, on your open school website, the login credentials to get into three of our online books.

Please refer to the following url:
http://www.fousd.org/Page/5421

This is, unfortunately, a copyright violation, and we have to ask you to remove this and any other Houghton Mifflin Harcourt (HMH) materials you have not been authorized to post as soon as possible from your open access web site.

Your access to the online books have been granted to you and your class by virtue of adopting our program materials, and we do appreciate your school's usage of our excellent materials. However, the way that you've posted the log-in credentials on an open-access website also makes it available to absolutely anyone who would view your web pages, including teachers and students who have not purchased our materials. I'm certain that you were only trying to make access easier for your students and did not appreciate the inadvertent implications of doing it in this manner. You may certainly devise another way for your students to find the log-in credentials for the online books, in such a way that only your students have access to that information.

Please reply to this email, acknowledging receipt of this notice, and then please reply again once the action has been taken to remove the page above from your website. We thank you for your cooperation in rectifying this small situation. If you have any further questions, feel free to respond to this email or contact your local HMH representative.

Regards,

Ellen Faux
Houghton Mifflin Harcourt

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**b: RE: Site License Violation**

**Sent:** Monday, February 24, 2014 6:27 AM
**To:** Debbie Bettencourt
**Cc:** Christa Love
**Subject:** Site License Violation

Dear Ms. Bettencourt

Your school is not able to post TechnoKids files in the public domain. By doing so, you have violated your site license agreement with TechnoKids Inc. IMMEDIATELY remove all TechnoKids files from the internet.


Regards,

Laurie Gerard
TechnoKids Inc.
2017 Bates Common | Burlington, ON L7R 0A5
RE: Folsom Cordova Unified School District posting of Holt Algebra 1 Know-It Notebook - 6386

Subject: Folsom Cordova Unified School District posting of Holt Algebra 1 Know-It Notebook - 6386

Hi Ed,

You assisted me in the past and I am hoping you will again.

It has come to our attention that there is Houghton Mifflin Harcourt (HMH) copyrighted material posted on your open access website.

Please refer to the following urls:
http://fcusd.schoolwires.net/cms/lib03/CA01001934/Centricity/Domain/655/ch%209_know_It_notebook.pdf
http://www.fcusd.org/cms/lib/03/CA01001934/Centricity/Domain/655/ch3_know_it_notebook.pdf
http://www.fcusd.org/cms/lib03/CA01001934/Centricity/Domain/655/Ch4_review_solutions.pdf

The copyright information explicitly prohibits the reproduction of these materials on an open access website.

We must ask you to immediately remove this and any other HMH materials you have not been authorized to post.

We understand that you meant no ill intent, but we must ask for your expedited cooperation.

Please reply to indicate receipt of this email. Then please reply again when you have remediated the situation and we can verify that action.

Regards,
From: Edward McCarthy
To: <kritisepis@fcusd.org>
Cc: Pam Oren; Terry Kritisepis
Subject: RE: Copyright Infringement - Please Respond

Date: February 5, 2015 at 10:34:48 AM PST

In our search of the web, we have discovered the following DBQ project materials posted on your website.


I was not able to identify the teacher so I am contacting you to assist with the removal of this link as our copyright only extends to print versions therefore any electronic version is against copyright laws.

Please email me back to let me know you have removed the item or if you have questions.

Thank you for your help in this matter.

Paula Frehman
IT Director
The DBQ Project
312-919-8446
www.dbqproject.com

Subject: PLTW files

Could you please remove any PLTW answer sheets immediately. Thank you, Tom Maty

- Free Body Diagrams Answer Key.pdf
  www.fcusd.org/.../filedownload...

Folsom-Cordova Unified School District
Project Lead The Way, Inc. Copyright 2011. POE – Unit 2 – Activity 2.1.3 – Free Body Diagrams Answer Key – Page 1. Activity 2.1.3 Free Body Diagrams Answer ...

- Calculating Truss Forces Worksheet - Solutions.pdf
  www.fcusd.org/.../filedownload...

Folsom-Cordova Unified School District
Project Lead The Way, Inc. Copyright 2011. POE – Unit 2 – Activity 2.1.7 – Calculating Truss Forces Answer Key – Page 1. Activity 2.1.7 Calculating Truss ...
Example of a publisher's acceptable use policy:

Modeling Instruction Acceptable Use Policy

You are free to use the curriculum materials in this manual or found on the Modeling Instruction website in their current form or modify them to meet your instructional needs. Should you choose to share your own versions of these materials with colleagues, you must give fair attribution as to their source.

Many teachers find it valuable to post documents and/or solutions for their students to access. However, AMTA does not have the fiscal or human resources to rewrite worksheets every few years simply because the current ones have been distributed in a way that allows them to become a part of the public domain. Unless you can put solutions to worksheets for your students on a membership/password protected website (e.g. Moodle, Edmodo), you are expressly forbidden to do so. Under no circumstances should you put quizzes, tests or solutions to these on any website. The integrity of our evaluation instruments depends on students not having access to them beforehand. If you wish to share tests and/or test solutions with your students, we suggest you post a hard-copy in your classroom.

Please keep in mind the following guidelines for posting anywhere on the web:

**Worksheets**

Worksheets may be posted as desired on a password protected website as indicated above, but do not remove the copyright statement from the footer of any page.

**Worksheet solutions**

Worksheets with solutions included should only be posted for a limited amount of time. Remove them within a few days/weeks of posting (and perhaps inform your students that they will not be there when finals roll around). Again, do not remove the copyright statement from the footer of any page.

**Tests and/or tests with solutions**

**Do not ever** post quizzes/tests/solutions to the web.

Remember that once posted electronically, it is very easy for students to re-post these documents to other file-sharing sites. The integrity of our evaluation instruments depends on students not having access to them beforehand. If you wish to share tests and/or test solutions with your students, we suggest you post a hard-copy in your classroom.
Compliance

The American Modeling Teachers Association will occasionally search the web for test documents, and will ask educators to take them down when we find them. We have found that educators understand and comply with this policy; however, we believe this matter is important enough that we will bring it to the attention of school/district/site administration if an educator refuses to remove test documents from the web.
What is it you are sharing:

Information – a web site link, a user name and password.

Or

Material(s) – handouts, quizzes, tests, answers and/or solutions to math problems.

Information may be posted on a secure web page ... ie you must log in to see the page.

Materials must be only be posted in a password protected File Library App