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## Appendix B. Policy for Electronic Projections and Related Presentations for Public Education Courses

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### Introduction

The availability of new technology for producing electronic presentations (overheads, slides, videos and Power Point presentations), and related teaching aids, provides a real opportunity for the Auxiliary to increase the effectiveness of classroom instruction, however, it also raises some new challenges. It is necessary to establish both policy and guidelines for development, distribution, and use of this technology to capture the benefits, yet avoid infringement of copyright material or dissemination of incorrect information. Moreover, creation and distribution of new material by various Auxiliary units may jeopardize course approval and accreditation. For example, several Auxiliary courses are NASBLA approved. This approval requires that the material included be in compliance with NASBLA requirements in terms of scope and coverage. Individual Auxiliary units may not be aware of these requirements and, unwittingly, create problems, however, units should be able to create enhanced presentations-particularly those that deal with local conditions, hazards, and regulations.

The following policy statement is designed to assist all Auxiliarists to better cope with copyright and accuracy issues, while at the same time, not jeopardize the interest of Auxiliarists or the Auxiliary as a whole.

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### B.1. Audio-Visual Policy

Individual Auxiliary units are encouraged to supplement existing audio-visual material provided by the National Staff. The material covered in the national supplied texts must be covered in class. ITs need to be aware that modifications to the syllabus may result in the course not fulfilling applicable requirements. The use of local scenes, portions or charts, etc. to augment nationally produced electronic projections and printed material is acceptable and does not require explicit approval.

#### B.1.a. Copyrighted Material of Others

Auxiliarists may not use the copyrighted material of others in these supplementary materials without express written permission from the copyright holder. Generally, material published by the Government is not copyrighted, so use of material taken from Government publications unless a copyright acknowledgment is included - should not result in problems. Certain Governmental publications utilize material that is copyright protected by others. Accordingly, permission must still be obtained in these cases from the original copyright holder.

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**B.1.b. Auxiliary  
Created Material**

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Auxiliarists who create electronic projections as a personal teaching aid for their own use may utilize Auxiliary PE materials without approval so long as the material is presented without alteration. Auxiliarists may wish to create new materials and distribute this material to other units through such means as posting electronic projects on flotilla, division, or district web sites, creation of CD-ROMs or other methods. In doing so, Auxiliarists should be aware that CGAuxA, Inc. has copyrighted the material contained in the texts, electronic projections, and related course materials. Posting this material on web sites without specific authorization from the president of CGAuxA, Inc., or his/her designated representative, is an infringement of this copyright and the unit distributing the material could be subject to legal action by CGAuxA, Inc. Thus, any material taken from Auxiliary texts, electronic projections, and other course support material must be submitted to CGAuxA, Inc. through its president or designate for approval.

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**B.1.c. Review and  
Approval**

Original material prepared by an Auxiliarist or Auxiliary unit that is not limited to local scenes, portions, of charts, etc., that is distributed to others, including other ITs, for use in PE courses must be reviewed and approved. The DSO-PE has the capability to review and approve this material. Alternatively, the DSO-PE may refer the matter to the DC-E for approval. If an Auxiliarist or unit wishes to have educational material posted on the national web site, this material must be approved by the DC-E. Approved materials shall be indicated as, "Approved, DC-E/CGAuxA, Inc." on each overhead or slide. Alternately, the originator may desire to affix a "CGAuxA, Inc.", copyright on the material to be distributed after obtaining CGAuxA Inc. approval. The DC-E shall be informed of such a request.

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**B.2. Origination**

In the case of original material submitted to the DSO-PE for approval, the Auxiliarist who originates the material must attest in writing to the fact that this material is not covered by copyright and/or a copy of written permission to use copyrighted material sent to the DSO-PE. The standardized approval form adopted by the Department of Education shall be utilized to obtain necessary approvals.

It is important that all nationally approved electronic projections used in PE, have the same basic type, fonts, colors, and graphic layouts.

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**B.3. Homeland Security Signature Policy**

As with all agency seals and logos, proper care must be taken to ensure usage conforms to individual guidelines. The DHS signature is made of a seal and wordmark. The wordmark's letters are placed to the right of the seal and set in uppercase and lowercase letters of the font Joanna MT, or Times New Roman if Joanna is not available. If there is insufficient horizontal space, the seal shall be centered above the wordmark. Use of the seal alone is reserved for special instances such as lapel pins or podium signs. To ensure legibility, the signature's clearspace is equal to the uppercase letter "H". When possible, the signature shall be reproduced in color.



**Figure B-1  
Department of Homeland Security Signature**



Appendix B - Policy for Electronic Projections and Related Presentations for Public Education Courses