

How to Ask To Use an Image

Copy Right and Writing Cover Letters

Within the context of this Jigsaw creation unit, letter writing is included as a function of the process. Teachers have worked with students so that they always acknowledge copyright. It is part of the classroom ethic. So what happens if a student is cruising the web and finds an artwork he or she would like to use it is not on Morguefile.com and may well be copyright. The student really wants to use this image.

This presents another opportunity to write a polite letter.
Like this.....

Webmaster

To The Webmaster "No More Snails",

While I was cruising the web I noticed that you have a cartoon of a talking snail on your site. [Shelley the Snail](#)

It is just the kind of image I have been looking for my online project. I cannot afford to pay you for use of the image but I was hoping that you might allow me to use it with due credit.

If you allow it I will place it on my Blog. (It is part of a classroom network)
It will go beside my essay concerning the advantages of texting as compared to old style tradition snail mail.

If you will allow me to use and link to this image please supply me with the correct referencing details so that I can credit you with authorship of the work.

Thanks for your time and consideration,

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Aims and Objectives

This project has been designed for middle years schooling as a project based inquiry. It can be adapted and used as a project in any upper elementary, middle school, or high school class.

Together, teacher and students will work to develop letter writing talent, improving and strengthening thinking and communication skills.

Skills Required

Setting out of email letter

[Salutation](#)

Introduction to topic

Information.

Friendly gesture

Polite request

Acknowledgement of time involved/ acknowledging that parents and teacher are involved

Request for correct attribution

Appreciation (I like your work /service. It will help me build a portfolio)

Letter closing (For school first name or pseudonym **according to school policy**)

Students will need to

- Locate the contact address of the webmaster
- Identify the name of the member and find a way to address them if there is not a name. Dear Webmaster.
- Write a letter asking attribution details. Template above.
- Insert a link into [Blog Name](#) and [Email Address](#)
- Cut and paste a link to where student work is on the Internet
- Have this checked by teacher to be sure the tone matches the intention.