

	Administrative Procedure	
	Subject	Copyright
	AP Code	145

Background

The school supports the use of duplicated or reproduced materials to augment the educational learning environment, with the provision that all pertinent national and international laws are respected and adhered to. To that end, the school has posted copies of the Access Copyright licensing agreement, including the restrictions and exclusion lists that pertain to copyright procedures. Under no circumstances will the school accept responsibility for any employee who willingly and knowingly contravenes the Copyright Act or who copies materials without permission of the authors or publishers excluded from the Access Copyright license, or who violates the Public Performance Rights license.

Procedures

The following is not intended to be a complete list of the rules that apply to copyright law, only to provide some guidelines for the general areas of copyright procedure.

1. Print resources

1.1. Fair Dealing Guidelines

- 1.1.1. The following guidelines describe the activities that are permitted under fair dealing in nonprofit K-12 schools: Teachers, instructors, and staff members in non-profit educational institutions may communicate and reproduce, in paper and electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.
- 1.1.2. Unless covered by the Fair Dealing Guidelines, all other print duplication must be done with the written permission of the copyright owner. For a complete list of the Fair Dealing Guidelines go to fairdealingdecisiontool.ca.

2. Video Resources

- 2.1. Videos may be shown on the premises of an educational institution as long as the following five conditions are met:
 - 2.1.1. The showing must take place on the premises of an educational institution.
 - 2.1.2. The showing must be for an audience consisting primarily of students, instructors, or persons directly responsible for setting a curriculum.
 - 2.1.3. The showing must be for educational or training purposes.

2.1.4. The showing must not be for profit.

2.1.5. The copy shown must not be infringing or the person responsible for the performance has no reasonable grounds to believe that it is an infringing copy.

2.2. If all five conditions listed in 2.1 above are met, an audiovisual work may be shown for educational purposes without permission from the copyright owner and without the payment of royalties pursuant to section 29.5(d) of the Copyright Act. For more information on copyright law and showing videos in the classroom, go to www.copyrightdecisiontool.ca.

3. Computer software and programs

3.1. Individuals must adhere to procedures as outlined in Administrative Procedure 140: Technology Acceptable Use

References

Copyright Act
Copyright Matters! 4th Edition

Date Adopted

October 31, 2023

Revised
