



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 26, 2011 Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

This Administrative Practice supports Policy F/I/18 Copyright.

2.0 PROCESS

- 2.1 The school principal is responsible for ensuring that all employees are aware of the Copyright Act and the CanCopy Agreement.
- 2.2 Employees may reproduce works that are in the “Public Domain”.
- 2.3 If it is necessary for an employee to make multiple copies of an item:
 - 2.3.1 Check the work for copying privileges the publisher may grant.
 - 2.3.2 Check the CanCopy list of what is permitted.
- 2.4 If the item is included in the exclusions list or is out of print, contact the copyright owner by phone and in writing for permission to reproduce.
- 2.5 If verbal permission to reproduce copyrighted material is granted indicate grantor, time and date on your copy of the letter. If verbal permission is granted, materials may be used immediately.
- 2.6 If a fee to reproduce materials is required, arrangements will be confirmed with the principal before proceeding with duplication.
- 2.7 Each school will have on file permission from parents/guardians for any student under 18 years, to video and/or audio record their children and, to display any student work outside the school for educational, non-profit use. A permission form from the student will be required if the student is 18 years or older.
- 2.8 The Superintendent/designate may appoint a committee to review copyright practices. The committee will continue to provide updated information to schools.

References: *Board Policy: F/I/4 - Copyright*