



1.0 POLICY

- 1.1 The Board believes in the rights of creators and expects employees to be aware of and uphold these rights as required by the Copyright Act.
- 1.2 The Board recognizes the need for students and teachers to have access to a wide range of educational resources.
- 1.3 The Board believes that limits should be established whereby employees may copy and distribute copyrighted materials.
- 1.4 The Board will not accept responsibility for any employee or student of the Division who wilfully and knowingly contravenes the Copyright Act.

2.0 GUIDELINES

- 2.1 Works covered by copyright may only be reproduced for central office, class or school use with oral or written permission from the copyright owner or if such works are covered by the license entered into with CanCopy on behalf of the Division by Alberta Education.
- 2.2 The Division may copyright any works produced at the discretion of the Board. The Superintendent, on behalf of the Board, may enter into agreements or grant right to reproduce work copyrighted by the Division under such terms as may be appropriate. The reproduction must include the copyright and give acknowledgement to the authors.
- 2.3 In the absence of an agreement to the contrary, the Division owns the copyright of works created by employees in the normal course of their duties.
- 2.4 Students own the copyright on anything that they create and parental permission to reproduce their work must be obtained if the student is under the age of 18. Student permission is required if the student is 18 or over.

3.0 PROCEDURES

- 3.1 The Board will allocate funds in the Annual Budget for provision of learning resources and for the payment of copyright permission. Notwithstanding, schools may enter into other copyright licence agreements subject to school funds being available.

References: *Admin Practice(s): ES 19 - Copyright*
School Act:



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- 3.2 The school principal is responsible for ensuring that all employees are aware of the Copyright Act and the CanCopy Agreement.
 - 3.3 Employees may reproduce works that are in the “Public Domain”.
 - 3.4 If it is necessary for an employee to make multiple copies of an item:
 - 3.4.1 Check the work for copying privileges the publisher may grant.
 - 3.4.2 Check the CanCopy list of what is permitted.
 - 3.4.3 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.
 - 3.4.4 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.
 - 3.4.5 If a fee to reproduce materials is required, arrangements will be confirmed with the principal before proceeding with duplication.
 - 3.5 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.
 - 3.6 The Superintendent may appoint a committee to review copyright practices and will continue to provide updated information to schools.

References: *Admin Practice(s): ES 19 - Copyright*
School Act: