

BOARD POLICY	
<i>Policy Section</i> Public Relations/ Communications	<i>Policy Number</i> 718
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POLICY TITLE

Copyright Protected Works

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing the best quality and most relevant learning materials to our students and staff as part of their learning experience. The Board endeavours to ensure that copyright protected works that are used in schools and the Catholic Education Centre follow the Canadian Copyright Act.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to ensure that all employees responsible for providing educational resources to students and staff follow the applicable provisions of the Copyright Act; and implement and monitor procedures that are consistent with the “Fair Dealing” provisions of the Copyright Act.

3.0 GUIDELINES

- 1.1 Staff shall continue to enjoy appropriate access to the kinds of learning resources they will need in the future for the education of students, colleagues or themselves.
- 1.2 The Canadian Copyright Act permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties insofar as the use falls within the ‘Fair Dealing’ provisions of the Act.

- 1.3 Staff shall ensure that any copies made are within the allowable purposes of the Copyright Act and that the use is 'fair' - it does not harm the market for a work.
- 1.4 Specific direction shall be provided for any employees that provide educational resources for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.
- 1.5 Staff may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.
- 1.6 Publishers' rights must be respected and staff shall not copy articles, whole chapters or multiple chapters of books.

4.0 TERMS AND DEFINITIONS

4.1 COPYRIGHT

The legal protection of a creator's original work. Copyright law does not protect ideas, only the form in which they are expressed.

4.2 FAIR DEALING

A user's right outlined in the Copyright Act that identifies allowable purposes (or dealings) for the use of copyright protected materials without permission or payment of copyright royalties.

4.3 COPYRIGHT INFRINGEMENT

Publishing, adapting, exhibiting, translating, editing, performing in public, communicating by telecommunication, copying or converting to another medium without permission of the creator.

4.4 WORKS COVERED BY COPYRIGHT

All original literary, dramatic, musical and artistic works.

5.0 REFERENCES/RELATED DOCUMENTS

Copyright Act
Copyright Modernization Act

Fair Dealing Guidelines – Council of Ministers of Education Canada (CMEC)
Copyright Consortium

6.0 RELATED POLICIES

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

May 28, 2013

9.0 EFFECTIVE DATE

May 28, 2013

10.0 POLICY REVIEW DATE

May 2018

11.0 REVIEW BY

Communication Services