



ADMINISTRATIVE PROCEDURES

COPYRIGHT MATERIALS (Policy Statement: Copyright Materials)

Purpose

The purpose without permission and without adherence to the Fair Dealings Guidelines (2012) in educational settings in Algonquin and Lakeshore Catholic District School Board's Guidelines for Use of Copyright Materials is to safeguard and protect school and Board staff against infringement of copyright and penalties which could ensue if copyrighted materials are used without permission in educational settings in ALCDSB.

References

[Copyright Matters](#)

[Council of Ministers of Education Canada \(CMEC\) Copyright Consortium](#)

[Fair Dealings Guideline, Council of Ministers of Education \(CMEC\)](#)

Procedures

1. Teachers, instructors, and staff members in the Algonquin and Lakeshore Catholic District School Board may **communicate and reproduce**, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of education.
2. Teachers, instructors, and staff members in the Algonquin and Lakeshore Catholic District School Board may, in general, **use, communicate or present** copyright-protected work for the purposes of education.
3. Copying short excerpts from a copyright-protected work under the Fair Dealing Guidelines for the purpose of news reporting, criticism or review should mention the source and, if given in the source, the name of the author or creator of the work. Staff may use the [Fair Dealing Decision Tool](#) available on the Board portal and Virtual Commons to guide them through fair use limits.
4. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
 - a. as a class handout
 - b. as a posting to a learning or course management system that is password protected or otherwise restricted to students of a school or post-secondary educational institution

as part of a course pack

5. A short excerpt means:
 - a. up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
 - b. one chapter from a book
 - c. a single article from a periodical
 - d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
 - e. an entire newspaper article or page
 - f. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
 - g. an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work
 - h. an entire newspaper article or page
 - i. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
 - j. an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work
6. Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.
7. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.
8. Using copyrighted materials in schools that are not intended for educational purposes may require the purchasing of copyrights for the purposes of sharing. It is up to the staff member or principal/manager, in the case of school or board events, to ensure they are legally complying with copyright laws.

Please Note: Copyright fees for any materials, including use of music not covered under the guidelines listed that may be used in an educational capacity are the responsibility of each school or individual. Any organization or individual infringing upon the Canadian Copyright Act, or violating the Fair Dealings Guidelines intentionally or not, may be subject to civil or criminal penalties. The Board will not assume responsibility for liability should copyright laws be disregarded.

Forms

Form A: Public Performance Reporting Form – Visual Education Centre

Approved: November 20, 2012

Approved: June 15, 2021