

### **607.3.1 Copyright**

#### **Policy**

The Board expects employees to be aware of and uphold the requirements of the Copyright Act, The Copyright Modernization Act, and the Fair Dealing Guidelines.

Use of all copyrighted materials shall be in accordance with the terms and conditions set out in the license or agreement with the creator or creator's agent.

#### **Regulations**

1. Works covered by copyright may be reproduced if the intended use falls within the Fair Dealing provision outlined in the Copyright Act. (See Procedure 607.3.1)
2. Permission must be obtained to use materials which are protected by copyright.
  - 2.1. The Superintendent or the Associate Superintendent Business Affairs is authorized to enter into copyright agreements on behalf of the Division.
3. Division employees shall not be required by their supervisors to perform any service that is a violation of the copyright policy.
4. Staff members who knowingly contravene copyright laws or the provisions of copyright licenses or agreements shall be subject to discipline.
5. Division equipment is not to be used to reproduce materials in contravention of copyright laws, agreements or licenses.
6. Student work is the property of the student.
  - 6.1. Exhibition or display of student work outside the school requires the signed consent of the student and/or the parent/guardian.
7. Resources and/or materials developed by an employee in the course of his/her employment are the property of the Board.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

Division Policies: 405.15 Employee Research and Intellectual Property. 607.4 Responsible Use of Technology, 805.6 Access to Information  
Other Statutes: Copyright Act of Canada, Copyright Modernization Act, Fair Dealings Guidelines; Freedom of Information and Protection of Privacy Act  
Other: Copyright Matters! publication