

Cover note to principals (2023/24)

Dear School Principal,

Copyright rules for educators have changed significantly in recent years. While teachers have new opportunities to use copyright-protected materials in their lessons, they also have responsibilities. There are limits to what can be copied and communicated in the classroom. Teachers must know what they can and cannot do with the copyright-protected works of others. Failure to comply with copyright law can result in a teacher, school, or school board being sued for copyright infringement. The fair dealing provision in Canada's copyright law permits teachers to copy and communicate short excerpts from copyright-protected works provided the dealing is "fair."















Ministries/departments of education across Canada with responsibility for elementary-secondary education (with the exception of Quebec) strive to ensure that teachers have the latest information about fair dealing. The Copyright Consortium of the Council of Ministers of Education, Canada has developed a website to assist teachers in complying with the copyright law: fairdealingdecisiontool.ca. This website features a fair dealing decision tool that enables teachers to quickly determine whether they can use specific materials in their lessons. This website also provides an overview of the *Fair Dealing Guidelines*, along with posters to remind teachers about the guidelines as well as the restrictions on copying consumables, such as workbooks and materials meant for one-time use.

Principals are asked to:

1. Mention this website at a staff meeting and to encourage all teachers to visit the site and view the related materials.
2. Ensure both the attached *Fair Dealing Guidelines* and Consumables posters are placed near photocopiers and printers.
3. Post the attached notice regarding available copyright reference resources in the staff room and/or main office.

Attached to this message are the following materials that will assist you in meeting the suggested actions described above.

- A template email message to be forwarded to teachers;
- Suggested speaking points for the copyright presentation to staff (for personal use); and
- Two copyright-related posters (mentioned above)
- Media for FairDealingDecisionTool.ca

				
A principal eblast for teachers EN.doc	A Principal Meeting Script EN.docx	Blog posts EN.docx	Poster Fair Dealing_HiRes EN.pdf	Poster Consumables HiRes EN.pdf
				
Copyright Reference Materials EN.pdf	Copyright Matters and Fair Dealing post	Image-1 EN.pdf	Image-2 EN.pdf	Image-3 EN.pdf
				
Button EN.pdf	Button-alternative EN.pdf	Image re Online-1 online-classes and co	Image re Online-2 online-classes and co	