



COPYRIGHT AND INTELLECTUAL PROPERTY

Context

The Board of Education recognizes the legal rights, through copyright laws, of authors and producers of creative works to the ownership of their intellectual property, and requires its employees to respect these rights and the copyright provisions in district schools.

Policy Statement

The Board of Education will ensure that all staff are supported in abiding by all copyright laws, provisions, and protocols.

Guiding Principles

The Board of Education believes that:

1. Creators of copyright materials have the rights of ownership that come with copyright laws and is committed to fulfilling its ethical and legal obligations with respect to the use of copyright protected works used in the school district.
2. Students have a right to access a wide range of educational resources within copyright rules.
3. All works produced by employees in fulfilling their role and responsibilities during the course of their employment are considered to be the intellectual property of the school district unless otherwise expressly agreed in writing prior to the creation of the material.

References

- [Board Policy 504: Copyright and Intellectual Property](#)
- [The Copyright Act](#)
- [Copyright Matters](#)
- [Fair Dealing Guidelines](#)
- [Fair Dealings Decision Tool \(developed by the Copyright Consortium of the Council of Ministers of Education, Canada \(CMEC\)\)](#)
- [Copyright Matters!: Some Key Questions and Answers for Teachers \(5th Edition 2022\)](#)
- [Government of Canada: Copyright](#)

Dates of Adoption/Amendments:

Adopted: June 22, 2021

Amended: **2025.04.22**



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 504

COPYRIGHT AND INTELLECTUAL PROPERTY

Purpose

These Administrative Procedures are written in support of Policy 504: *Copyright and Intellectual Property*.

Procedures

1. The Board designates the Director of Instruction to act as the Copyright Officer for the district. Responsibilities shall include, but not be restricted to:
 - 1.1 distribution to all staff of current information regarding copyright guidelines and licensing arrangements.
 - 1.2 securing copyright permissions and site licenses, and maintaining necessary records regarding use of copyrighted materials in the district.
2. The teacher-librarian in each school and the District Resource Center librarian shall act as liaison to the Copyright Officer.
3. The principal or site supervisor shall review with all staff (M.A.T.A. and C.U.P.E.) the school district's Copyright Procedures and the contents of the copyright guidelines.
4. The copyright guidelines shall be kept at all work sites and employees shall refer to the guidelines whenever questions arise concerning copyright.
5. When there are opportunities for copyright violations by students, the Board requires teachers to instruct students about the *Copyright Act*, to make students aware of the ethical and practical problems caused by copyright infringement, and to attempt to supervise students in a manner that a copyright violation does not occur.
6. Persons seeking to copy or have copied items shall ensure that the proper copyright permission(s) have been granted through either a license agreement or written permission of the copyright owner.
7. The Board will not protect individual employees who break, or request another to break, the copyright law.
8. Employees will be guided in their decision making regarding copyright materials by [Copyright Matters!: Some Key Questions and Answers for Teachers \(5th Edition 2022\)](#) and by using the [Fair Dealing Guidelines](#) and [Fair Dealings Decision Tool](#).
9. Any materials or resources of monetary value that are created by employees specifically assigned to, or contracted for, the development of said materials or resources will remain the intellectual property of the Board.



References

- [Board Policy 504: Copyright and Intellectual Property](#)
- [The Copyright Act](#)
- [Copyright Matters](#)
- [Fair Dealing Guidelines](#)
- [Fair Dealings Decision Tool \(developed by the Copyright Consortium of the Council of Ministers of Education, Canada \(CMEC\)\)](#)
- [Copyright Matters!: Some Key Questions and Answers for Teachers \(5th Edition 2022\)](#)
- [Government of Canada: Copyright](#)

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- Adopted: 1990.06.13
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