

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. E-9

Amended: May 28, 2008
Reviewed: June 26, 2018
Reviewed: October 25, 2023

COPYRIGHT

The Board of Education recognizes the existence of the *Copyright Act* which is designed to protect the rights of authors and producers of creative works including books, writings, musical works, sculptures, paintings, photographs, films, videos, dictionaries, encyclopedias, records, cassettes, tapes, disks and electronic databases. The Board further recognizes such works should not be copied without the permission of the copyright holder.

The Board advises its employees to respect copyright provisions as they pertain to all aspects of printed materials, electronic media, electronic databases and computer software.

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REGULATIONS

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COPYRIGHT

1. COPYRIGHT VIOLATIONS IN SCHOOLS

COPYRIGHT VIOLATIONS occur when copyrighted materials are used in the classroom or school without the permission of the copyright holders.

- 1.1 Making class sets of copyrighted materials.
- 1.2 Making copies of recordings.
- 1.3 Taping television programmes off the air and showing them to a class.
- 1.4 Showing a video from home or a video outlet to a class.
- 1.5 Making a slide from a photograph or art print or using a recording background.
- 1.6 Changing the format of a purchased work.
- 1.7 Making copies of commercial computer programs and software for use in school classrooms.
- 1.8 Other similar instances.

2. EMPLOYEE RESPONSIBILITIES

Employees should:

- 2.1 Use only those materials or resources covered by site licenses or as per Fair Dealing guidelines.
- 2.2 Refrain from copying copyrighted materials without the permission of the copyright holder.

2.3 Inform students of copyright law when necessary.

2.4 Implement procedures to prevent theft and unauthorized copying.

3. ADMINISTRATOR AND SUPERVISOR RESPONSIBILITIES

Administrators and supervisors will:

3.1 Inform employees of copyright legislation and Board Policy.

3.2 Institute and monitor necessary site licenses from various reproduction rights agencies and follow Fair Dealing guidelines.

3.3 Ensure that employees apply and adhere to these regulations when considering the Instructional Resources Policy.