



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

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

*Public Performance Location Licences and Guidelines for the Selection of Materials for School Resource Centres
Copyright Advisory for Educators
Waterloo Catholic District School Board – Policy #APO011 – Use of Media in the Classroom
Audio Ciné Films Inc.
Visual Education Centre/Criterion
Access Copyright, The Canadian Copyright Licensing Agency
SOCAN (Society of Composers, Authors & Music Publishers of Canada)
Fair Dealings Guideline, Council of Ministers of Education Canada (CMEC) Copyright Consortium*

Procedures

1. Principals and/or staff must preview any copyright material intended for use with students to ensure that it contains sufficient educational and/or spiritual values which support the philosophy, values and purpose of a Catholic School system. This includes copyrighted materials used by non-educators such as students in presentations, parents, visiting artists, musicians, disc jockeys, etc.
2. Principals must ensure that all staff know and comply with guidelines for use of copyright materials in a Catholic educational setting.
3. Principals must annually review procedures for selection of, use of and reporting use of copyright materials appropriate to their schools in accordance with the Fair Dealings Guidelines. This includes use of materials from departments at the Board Office, the Queen's Teacher Resource Centre (QTRC), from public sources, personally owned materials or retail outlets.

4. Principals must ensure that appropriate records are maintained and be prepared to comply with audits when requested to do so (Appendices 1, 2, 3, 4).
5. Principals should encourage staff to familiarize themselves with the materials at the Queen's Teacher Resource Centre. There is an excellent selection of quality resources at the Centre. Staff should choose commercial rentals from video retail outlets only after the Board's and Teacher Resource Centre's collection has been exhausted. The Teacher Resource Centre collection including videos can be browsed through its Internet Catalog www.queensu.ca. Established record keeping and reporting protocols must be followed when QTRC materials are used.
6. Print and media materials that are covered under copyright agreements are regularly used in schools and in professional presentations in the board. Algonquin and Lakeshore Catholic District School Board has entered into agreements that allow staff and students to use, copy, rent, lease or purchase copies of print, films and videotapes, music and audio materials within copyright law and in accordance with the Fair Dealings Guidelines for educational purposes. Site Licences purchased by the board are:
 - Access Copyright
 - Audio-Ciné Films (ACF)
 - Visual Education Centre (VEC)
 - SOCAN

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.

Appendices

- Appendix 1: Fair Dealings Guidelines
- Appendix 2: Video/DVD/Movies
- Appendix 3: Radio/Television Programs
- Appendix 4: Photocopying
- Appendix 5: Music

Forms

- Form A: Copyright Performance Report for Educational Organizations
- Form B: Public Performance Reporting Form – Visual Education Centre
- Form C: Information Record - Educational Rights Collective of Canada Schedule [Subsection 6(1)]

Approved: November 20, 2012