



ADMINISTRATIVE PROCEDURE 190

COPYRIGHT

Background

The Division believes in the rights of creators and expects staff members to be aware of and uphold these rights as required by the Copyright Act. At the same time, the Division recognizes the need for students to have access to a wide range of educational resources.

The Division, however, will not accept responsibility for any staff member who contravenes the Copyright Act or who copies materials, without permission of the author or publisher, which are excluded from the Access Copyright license.

Procedures

1. Works covered by copyright may only be reproduced for Education Services Centre, class or school use with oral or written permission from the copyright owner or if they are covered by the license entered into with Access Copyright on behalf of the Board by Alberta Education.
 - 1.1 Staff members will not be required by their supervisors to perform any service that is a violation of the Copyright Act, the Access Copyright License or this administrative procedure.
2. Administrators are required to ensure that staff members at their site are aware of the provisions of the Copyright Act and the Access Copyright license.
 - 2.1 Principals shall have in place school policy which clearly defines the limits for the use of:
 - 2.1.1. Any equipment for the purpose of reproducing materials in any medium.
 - 2.1.2 Any materials reproduced in any medium.
 - 2.2 Grande Yellowhead Public School Division staff members shall ensure that they adhere to the provisions of the Copyright Act and the Access Copyright License.
 - 2.3 All videocassette players, photocopiers, and computers shall be labeled to identify clearly what constitutes copyright infringement or the information shall be clearly displayed at the job site.
 - 2.4 Copyright information shall be made available to all staff members, to ensure they are made aware of Copyright Law, the Access Copyright license, and this administrative procedure.

3. When it is necessary for staff members to make copies of an item, they are obligated to follow Copyright and Access Copyright provisions.
 - 3.1 Before copying any item, a Grande Yellowhead Public School Division staff member shall determine what copying privileges a publisher may grant, and check the Access Copyright list to identify what is permitted and what is excluded.
 - 3.2 If the item a staff member wishes to copy is on the Access Copyright exclusion list or is out of print, the staff member must contact the copyright owner for permission to copy.
 - 3.3 If verbal permission to copy is granted, the staff member must confirm this permission by letter indicating the guarantor, date and time. Where a fee to reproduce materials is required, it will be charged to the appropriate site budget.

Reference: Section 60, 61, 113, School Act
Copyright Act
Copyright Regulation
Access Copyright Agreement

Developed: November 2005