

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 3020
EDUCATIONAL PROGRAMS/ SERVICES	<u>Copyright</u>	

DATE ADOPTED: February 8, 2000

DATE AMENDED: April 14, 2009

The Board of Education recognizes the existence of the Copyright Act (1988) 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.

REGULATIONS

1.0 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. (16 mm to video tape.)

1.7 Making copies of commercial computer programme disks for use in school classrooms.

1.8 Other similar instances.

2.0 EMPLOYEE RESPONSIBILITIES

Employees should:

2.1 Use only those materials or resources covered by site licenses or the BC Schools CANCOPY.

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.

3.0 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, including the BC Schools CANCOPY license.

3.3 Ensure that employees apply and adhere