



**YORK CATHOLIC DISTRICT SCHOOL BOARD**

**BOARD POLICY**

- 3.5 Copyright violations are contrary to law and may put the Board at risk of legal action by copyright owners. The Board will pursue incidents of non-compliance internally. Students who use a copyright protected work in violation of this policy may be disciplined under the Student Code of Conduct and/or Acceptable use of Technology policies.

#### **4. RESPONSIBILITIES**

##### **4.1 Trustee**

- 4.1.1 To comply with the Copyright Policy and guidelines.

##### **4.2 Director of Education**

- 4.2.1 To comply and oversee compliance with the Copyright Policy and guidelines.
- 4.2.2 To ensure that the policy and guidelines adhere to the *Copyright Modernization Act* and all other relevant legislation.

##### **4.3 Senior Administration/Central Level Managers**

- 4.3.1 To comply with the Copyright Policy and guidelines.
- 4.3.2 To annually communicate the Fair Dealing Guidelines to all schools or departments, as set out in this policy and guidelines.

##### **4.4 Employees**

- 4.4.1 To comply with and ensure that the Copyright policy and guidelines are reviewed and adhered to when photocopying.

##### **4.5**

- 5.3.5 For certain kinds of works, to display the work publicly;
- 5.3.6 To import into Canada copies acquired elsewhere; and,
- 5.3.7 To authorize others to exercise any of the rights.

**Direct Infringement**

Directly violating a right under the *Copyright Act* by doing any of the things or exercising any of the rights that only the copyright owner may do, without the permission.

**Indirect Infringement**

Dealings with infringing copies by means of sale or rent, distribution, and importation.

**5.4 Copyright Owner**

One who holds exclusive rights to copyright protected works.

**5.5 Copyright Protected Work**

A creative work containing the original expression of an idea;

5.5.1 That is fixed by means of recording or expressed in some material form of more or less permanent endurance; and,

5.5.2 The author is a citizen or is ordinarily resident in Canada or another treaty country as defined in the *Copyright Act*.

**5.6 Digital Media**

Digitized content that can be transmitted over the internet or computer networks.

This can include, but is not limited to, text, audio, video, and graphics. This means that news from a TV network, newspaper, magazine, etc. that is presented on a Web site or blog can be included in this category.

**5.7 Fair Dealing**

payment of royalties. Fair dealing must be for the purpose of research, private study,

taking into account the purpose of the copying, the character of the work, the nature of the copying, the amount of the copying, the availability of the work, the effect of the copying on the market for the work, and the interests of the copyright owner.

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## POLICY TITLE: COPYRIGHT

### SECTION B: GUIDELINES

#### 1. INTRODUCTION

The fair dealing provision in the *Canadian Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed.

One test is whether the work is used for one of the purposes listed in the *Copyright Act i.e.*: research, private study, criticism, review, news reporting, education, satire and parody. Educational use of a copyright-protected work passes the first test.

The second test is whether the work is used for one of the purposes listed in the *Copyright Act* in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools. This provision permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties provided that the purpose is intended for research, private study, criticism, review, news reporting, education, satire, and parody.

These guidelines apply to fair dealing in non-profit K-12 schools and provide reasonable safeguards for the owners of copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

#### 2. GUIDELINES

- 2.1 The Board of Trustees, employees, students and all members of the York Catholic District School Board (YCDSB) Community may communicate and reproduce, in paper or digital form, short excerpts from a copyright-protected work for the purposes of, but not limited to, research, private study, criticism, review, news reporting, education, satire and parody.
- 2.2 Copying or communicating short excerpts from a copyright-protected work under these Fair Dealing Guidelines for the purpose of news reporting, criticism or reviews should mention the source and, if given in the source, the name of the author or creator of the work.
- 2.3 A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
  - 2.3.1 As a handout;
  - 2.3.2 As a posting to a learning or course management system that is password protected or otherwise restricted to students of a school;
  - 2.3.3 As part of a course pack.
- 2.4 A short excerpt means:
  - 2.4.1 Up to 10% from any copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
  - 2.4.2 One chapter from a book;
  - 2.4.3 A single article from a periodical;
  - 2.4.4 An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work

- containing other artistic works;
  - 2.4.5 An entire newspaper article or page;
  - 2.4.6 An entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
  - 2.4.7 An entire entry from an encyclopaedia, annotated bibliography, dictionary or similar reference work.
- 2.5 Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.
- 2.6 Copying or communicating that exceeds the limits in the *Fair Dealing Guidelines* may be referred to the Copyright Act (2.5) or similar provisions.