



Administrative Regulations

ADMINISTRATION

1350

COPYRIGHT

1. The Executive Assistant is the Copyright Officer for the district.
2. District equipment, material or services shall not be used to infringe copyright.
3. The Copyright Officer shall distribute information to site supervisors on the provisions of the *Copyright Act of Canada* and any amendments.
4. Principals and other site supervisors shall ensure that appropriate notices are placed on or near equipment which could be used to make copies of copyrighted materials. These notices shall include a warning on copyright infringement and the responsibility of the individual.
5. Copyrighted computer software, audio and video software, printed matter or any other copyrighted or patented materials may only be reproduced if the rights are owned by School District No. 46 or are in the public domain. CANCOPY and COPIBEC have negotiated licenses with school boards in British Columbia and administer the legal rights provided under the Copyright Act on behalf of School District No. 46 for photocopying in schools.
6. Educational institutions and persons acting under their authority can, without the copyright owners authorization, tape radio and television programs at the time they are broadcast and show those tapes in the classroom.
 - (a) Educational institutions can:
 - tape and show in the classroom “news and news commentary” programs for one year without having to pay royalties - after that, they must pay royalties in an amount set by the Copyright Board in a tariff;
 - tape “other” programs and keep them for assessment purposes for 30 days - if they keep the tape any longer, or if they show the tape in the classroom at any time, they must pay royalties in an amount set by the Copyright Board in a tariff.
 - (b) Educational institutions are required to complete the attached form every time a radio or television program is taped for classroom use. Please send the form to the Executive Assistant at the school board office.

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Date approved: January 1996	Reference: Policy 4.4.1, 4.6.1
Date revised: March 25, 2002	Supt. Signature:



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- (c) Educational institutions are not required to complete a form for taping a news program if the tape is erased within 72 hours of its making.
- (d) An educational institution must assign a reference number or code to every program copied, which must be written on the tape itself or on the container. The code will be the school name, year and copy number (i.e. KES 2002.01).

↑ ↑ ↓
school year copy#

- 7. A staff member, for educational purposes, is permitted to copy a work, by hand, onto surfaces “intended for displaying handwritten material.” (E.G. flip charts, dry-erase surfaces, etc.) An exception to the Copyright Act also permits a staff member to copy a work in order to project it on an overhead projector for the purpose of education or training.
- 8. If work necessary for a test or examination is not “commercially available” for a staff member’s purpose, the rights of a copyright owner are not infringed if the work is copied, translated, performed or communicated by telecommunication.
- 9. The Copyright Officer shall maintain adequate records regarding all permissions, responses to requests, and license agreements regarding use of copyrighted materials in the district.
- 10. School libraries are exceptions to the Copyright Act.

FORM ATTACHED:

Schedule (Subsection 6 (1)), Information Record

Date approved: January 1996	Reference: Policy 4.4.1, 4.6.1
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SCHEDULE
(Subsection 6 (1))

INFORMATION RECORD

Education Institution identifier (if assigned): _____

Name and address of institution: _____

Contact name: _____

Telephone: _____ Facsimile: _____ e-mail: _____

Details of Program, Work or Subject-matter

Copy identifier: _____

Title of program, work or subject-matter: _____

Other identifying information: _____

_____ [e.g. episode title, subject, segment description, song title(s)]

Duration of segment copied: _____ minutes

Date of broadcast (yy/mm/dd): _____ Time of broadcast: _____

Name, network, call sign or other identifier of the broadcast: _____

Record of Public Performances

(List only performances for which royalties are payable)

yy/mm/dd

yy/mm/dd

(Use separate sheet to list additional performances)

Record of Destruction

I certify that the copy of the program, work or subject-matter identified above has been destroyed.

Name: _____ Title: _____

Signature: _____ Date of Destruction: _____

yy/mm/dd