

# ***Fort McMurray Catholic Schools Operating Policies and Procedures***

## **OP 244 - Copyright**

### **Policy**

The permission of copyright holders shall be obtained prior to the duplication or reproduction of print materials, computer software programs, video or audio materials that are protected by copyright. Materials that are in violation of copyright shall not be used or stored in the schools.

### **Procedures:**

1. District employees shall not contravene the copyright law by illegally copying or duplicating computer software, texts, workbooks, periodical materials and/or musical works, printed or recorded.
2. The Board will not assume responsibility for the actions of an employee who has contravened the copyright policy.
3. The Associate Superintendent (Business and Finance) shall endeavor to enter into agreements with agencies or groups where possible and desirable to obtain copyright permission for all District employees.
4. The site-based administrators shall ensure that reproduction equipment (photocopiers, computers and records) is labeled with warnings that reproduction is not permitted without permission from the copyright owner.
5. An employee wishing to make multiple copies of any print resource shall determine if the copying is covered under the CANCOPY agreement (a copy of the agreement is to be posted above all photocopying equipment), If it is now allowed under the agreement, the staff member shall:
  - 4.1 Determine the copyright privileges granted by the publisher as outlined on the back of the book's title page or the magazine's table of contents page;
  - 4.2 Contact the copyright owner by telephone followed by a written request;
  - 4.3 Indicate the grantor, time and date on the letter of request if verbal permission to copy or reproduce was granted; and
  - 4.4 Obtain permission from the site administrator before proceeding with reproduction if there is a fee to be charged.

6. Employees own the copyright on works they develop on their own initiative and on their own time even though the materials may be the result of ideas generated by the employee's work.
7. The Board owns copyright on work developed by an employee on the Board's time or as part of their duties with the Board.
8. The Board may copyright any works produced at its direction and use. The Superintendent of Schools may:
  - 7.1 Grant others the right to reproduce work that has been copyrighted by the Board under such terms as deemed appropriate. The reproduction must indicate the copyright and give acknowledgement to the authors;
  - 7.2 Enter into an agreement with others to produce, in part or in whole, a work for the Board. This agreement shall specifically address copyright of the work produced;
  - 7.3 Market material on the Board's behalf at a cost that shall cover printing, mailing and royalty;
  - 7.4 Enter into an agreement on behalf of the Board with a private publisher to publish material for sale and distribution; and
9. Students own the copyright on anything that they create and their permission as well as that of their parents to should be obtained in order to reproduce their work. Permission is not required to display student work within the school.
10. The principal should request and file permissions from parents at the beginning of each school year to record and/or tape the children for possible performance.
11. The principal shall ensure that parental approval has been obtained in order to display any student's work outside the school at such sites as teachers' conventions, conferences, public libraries, central office or shopping centres.
12. The copyright on photographs taken by students for school publications with equipment and supplies provided by the school are usually the property of the school.

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