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**HORIZON SCHOOL DIVISION NO. 67****POLICY HANDBOOK**

<b>Policy Code:</b>	HIB
<b>Policy Title:</b>	COPYRIGHT
<b>Cross Reference:</b>	
<b>Legal Reference:</b>	Copyright Act, Copyright Modernization Act
<b>Adoption Date:</b>	February 26, 1997,
<b>Amendment or Re- affirmation Date:</b>	January 22, 2013

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**POLICY**

THE BOARD OF HORIZON SCHOOL DIVISION RESPECTS THE CANADIAN COPYRIGHT PROVISIONS AND DOES NOT CONDONE THE UNAUTHORIZED USE AND/OR DUPLICATION OF LEARNING RESOURCES IN DIVISION SCHOOLS.

**GUIDELINES**

1. All administrators and teachers are to be aware of the copyright laws of Canada and obtain and use learning resources through legal and appropriate means. The Division is committed to providing teachers with access to the best tools for instructional purposes while expecting employees to adhere to the provisions of Canadian copyright laws with regard to learning resources of all media types.

**REGULATIONS**

1. The Division shall subscribe to and endorse the Canadian Copyright Act and the guidelines outlined in Copyright Matters (see attachment A) from the Council of Ministers of Education as it pertains to print, audio, video, radio, television, music, public performance, software, and the Internet for the classroom.
2. Ownership of Materials within the Division
  - 2.1. In accordance with the Copyright Act and in the absence of any agreement to the contrary, when the author of a work is employed by the Horizon School Division and the work was made in the course of employment, the Division will be the first owner of the copyright.
  - 2.2. Any original work created by a student is protected by copyright. The further use of a student's work, such as in a school publication, Division workshop, Division publication and Internet site must be authorized by the student, and/or the parent/guardian
  - 2.3. In order to show feature films/videos legally in a classroom, schools must acquire a public performance license. In Canada, two companies hold the majority of non-theatrical public performance rights for feature films. Audio Ciné Films (ACF) and VEC/Criterion. Their site licenses allow for legal use of videos in a classroom.
    - (a) The Division subscribes annually to the Visual Education Centre's (Criterion Pictures') Educational Public Performance Location License in order to comply with the Canadian Copyright Act regarding public movie performances shown in the classroom; in a common room, for profit or for non-profit; for educational or entertainment use.
    - (b) Schools are required to acquire a Public Performance License for those movie titles not covered by the Criterion Pictures Location License either from the producers directly or from the exclusive Canadian non-theatrical rights representative for that studio or film