Huron-Superior Catholic
DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

COPYRIGHT

Objective:
The objective of *Copyright Policy and Procedural Guideline #4017* is to inform staff of their obligations regarding the use of copyright - protected work.

Definitions:
The fair dealing provision of the *Copyright Act* permits use of copyright - protected work with permission from the copyright owner or the payment of copyright royalties.

Procedures:
In order to qualify for fair dealing, two tests must be passed.

1. First, the “dealing” must be for the purpose stated in the Copyright Act; research, private study, criticism, review, news reporting, education, satire, and parody. Education use of copyright-protected work passes the first test.

2. The second test is that the dealing must be “fair”.

In order to determine whether “fair dealing” permits classroom use of print materials, artistic works or audiovisual materials without first getting copyright permission, staff are to utilize the Fair Dealings decision tool at: **www.fairdealingdecisiontool.ca**.

All staff are expected to review and adhere to the guidelines.