

 <p>Jarvis Community Christian School</p> <p>SCHOOL POLICY BINDER</p>		POLICY NUMBER	PAGE NUMBER
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PREVIOUS REVISION DATES:		TITLE: Copyright and Fair Dealings Guidelines	
		DATE OF APPROVAL: May 14, 2013	
LAST REVIEWED: 2015		SIGNATURE OF CHAIRMAN:	
REVIEW MONTH: May Odd numbered years		Martin Adema	

Purpose:

This policy is required to ensure the Jarvis Community Christian School's compliance with the Fair Dealing Guidelines developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium (2012).

Scope and Responsibility:

The policy outlines the conditions under which the Jarvis Community Christian School can reproduce copyrighted resources under the provisions of the Fair Dealing Guidelines and the Copyright Modernization Act. The Board of Jarvis Community Christian School, supported by principal, is responsible for this policy.

Policy

The Jarvis Community Christian School will comply with the Fair Dealing Guidelines and will communicate the Fair Dealing Guidelines to all school staff on an annual basis to ensure understanding of the obligations of the school board in accordance with the Copyright Modernization Act.

Regulations:

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1. JCCS teachers, instructors, and staff members may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.
2. Copying or communicating short excerpts from a copyright-protected work should mention the source and, if given in the source, the name of the author or creator of the work.
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 as a handout, posting to an educational course management system that is restricted to students of the school, or as part of a course package of materials.
4. JCCS staff are prohibited from copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work.
5. Copying or communicating that exceeds the prescribed limits in the Fair Dealing Guidelines may be referred to a supervisor or other person designated by the JCCS for evaluation based on all relevant circumstances.
6. Any fee charged by the JCCS for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

Definitions:

Copyright

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The exclusive legal right to reproduce, publish and sell the matter and form of a literary musical or artistic work.

Fair Dealing

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. Further, these guidelines apply to fair dealing in non-profit K-12 schools and post-secondary educational institutions and provide reasonable safeguards for the owners of copyright-protected works in accordance with the Copyright Act and the Supreme Court decisions.

Short Excerpt

A short excerpt means:

- (a) up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
- (b) one chapter from a book;
- (c) a single article from a periodical;
- (d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
- (e) an entire newspaper article or page;
- (f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
- (g) an entire entry from an encyclopaedia, annotated bibliography, dictionary or similar reference work.

Evaluation and Metrics:

The Principal of JCCS shall ensure compliance.