



Copyright Compliance and Your Copyright Go-To Person

Principals, school staff, AND teachers are responsible for copyright compliance. Know your rights and know your limits!!

Seek advice from the **copyright go-to person** at your school when:



Your **copyright go-to person** will take the steps needed to determine whether a use requires copyright permission:

- 1 Determine if the school, school board, or ministry/department has a licence to use the copyright-protected work.
- 2 If the school, school board, or ministry/department does not have a licence, apply the *Fair Dealing Guidelines* to determine whether the use is permitted under fair dealing.
- 3 If the use is not permitted under fair dealing, determine whether any other users' right in the *Copyright Act* permits the use (refer to *Copyright Matters!*).
- 4 If the use is not permitted under a users' right in the *Copyright Act*, permission to use the copyright-protected work is required.
- 5 If you are unable to obtain permission, you cannot use the work.

▶▶▶ Important to know ◀◀◀

<p><i>Teachers and school staff should know and use the established school-board and school procedure(s) for seeking advice and obtaining copyright permission when required.</i></p>	<p><i>Your copyright go-to person is your safe choice when there is any doubt.</i></p>	<p><i>If a copyright-permission process is not followed, there is a risk that the use of a work is contrary to law and could be copyright infringement.</i></p>	<p><i>When a teacher or school staff member infringes copyright, a court will award payments to the copyright owner to compensate for the damages caused by the infringement. Such expenses will be the responsibility of the school board, school, and/or the individual teacher or school staff member.</i></p>
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