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:

- the use of the copyright-protected work does not fall within the *Fair Dealing Guidelines*;
- the use of the copyright-protected work does not appear in the list of users’ rights described in *Copyright Matters!*
- and/or there is any doubt about whether copyright permission is required.

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

- 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.
- Your copyright go-to person is your safe choice when there is any doubt.
- 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.
- 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.

For more information, visit the Council of Ministers of Education, Canada (CMEC), Web site. Click on and bookmark the CMEC page: [www.cmec.ca/copyrightinfo](http://www.cmec.ca/copyrightinfo).