

# Copyright Compliance Checklists



In order to ensure compliance with Canada's copyright law and the *Fair Dealing Guidelines*, it is important that both principals and teachers understand their responsibilities with respect to copyright. To help ensure compliance, use the checklists below.



## A principal's responsibility

- Review copyright with teachers and staff at least once a year.
- Post the *Fair Dealing Guidelines* and the poster prohibiting the copying of consumables near all school photocopiers, scanners, print stations, and other devices used to reproduce copyright-protected material.
- Provide teachers and staff with copies of the *Fair Dealing Guidelines* and *Copyright Matters!*
- Seek school-board or ministry guidance when it is not clear whether copyright permission is required.



## A teacher's responsibility

- Set an example of respect for copyright for your students.
- Know and respect the limits of the *Fair Dealing Guidelines*.
- Know your rights and obligations under copyright law.  
(Have a working knowledge of the users' rights described in *Copyright Matters!*)
- Know the procedure for seeking copyright advice and obtaining permission.

For more information, visit [www.copyrightdecisiontool.ca](http://www.copyrightdecisiontool.ca).

