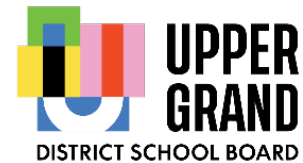


# Copyright – Fair Dealing Policy 321



|                          |                           |
|--------------------------|---------------------------|
| <b>Category:</b>         | Administration            |
| <b>Administered by:</b>  | Director of Education     |
| <b>First adopted:</b>    | November 2012             |
| <b>Revision history:</b> | February 2017, March 2022 |
| <b>Next review:</b>      | 2026-2027 school year     |

## 1. Policy Statement

It is the policy of the Upper Grand District School Board (UGDSB) to comply with the Fair Dealing Guidelines as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium. The board will communicate the Fair Dealing Guidelines to all school locations annually in order to ensure that all staff understand the obligations of the school board in accordance with the [Copyright Act](#).

## 2. Details

- 2.1 It is the responsibility of the appropriate senior administrator to administer this policy.
- 2.2 It is the responsibility of school administrators to implement this policy and to communicate it and the Fair Dealing Guidelines to all school staff on an annual basis.
  - 2.2.1 School administrators will ensure that a Fair Dealing Guidelines poster is posted above every photocopier in the school.
- 2.3 It is the responsibility of all teachers and support staff that copy or communicate short excerpts from copyright-protected works (either in paper or electronic form) for students for educational use to comply with this policy and the Fair Dealing Guidelines.
  - 2.3.1 It is the responsibility of teachers and support staff to mention the original source of an image or icon when using or reproducing the image or icon for educational purposes.

- 2.3.2 It is the responsibility of teachers and support staff to ensure before purchasing or reproducing any resources accessed from fee-based collaborative websites that the resources were created in compliance with copyright and Fair Dealing legislation.
- 2.4 It is the responsibility of all UGDSB staff to complete the mandatory training in copyright and fair dealing provided by the board at the start of every school year.
- 2.5 The guidelines apply in all UGDSB kindergarten – grade 12 schools.
- 2.6 The guidelines provide reasonable safeguards for the owners of copyright-protected works in accordance with the [Copyright Act](#).

### 3. References

This policy operates in conjunction with:

- [Copyright Act](#)
- [Fair Dealing Guidelines](#) – Council of Ministers of Education Canada  
CMEC Copyright Consortium
- [Copyright Matters!](#), CMEC
- UGDSB [Policy 317 Fees for Learning Materials and Activities](#)