



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

3.3 Copyright

The Revelstoke Board of Education recognizes that the technology related to the storage, retrieval and dissemination of information is continuously changing and that the copying or use of print materials, electronic media, electronic databases and computer software must respect copyright protections.

In compliance with the Canadian Copyright Law, the Board of Education specifies that the use or reproduction, by any means and in any quantity, of copyright material by school and district staff will be permitted only when that use is in compliance with permissions granted under the “*Copyright Act*” or when specific licenses have been secured.

Guidelines

1. Principals and other administration staff shall ensure that the contents of this policy are made known to staff in their areas of responsibility and that compliance with copyright laws is routine.
2. The materials covered by this policy includes all copyright protected work regardless of format. Details regarding copyright compliance can be found at www.cmec.ca