



To: Directors of Education
Executive Director and Superintendent of the Provincial Schools Branch
Secretary/Treasurer of School Authorities

From: Shirley Kendrick
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Subject: **Copyright School Bundle**

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Ministries and departments of education across Canada strive to ensure that all schools have the latest information about copyright law. The Copyright Consortium Committee of the Council of Ministers of Education, Canada (CMEC) has developed an on-line resource for teachers pertaining to the use of copyright-protected materials in the classroom. The new resource can be viewed at: www.copyrightdecisiontool.ca

Copyright rules for educators have changed significantly in recent years. While teachers have new opportunities to use copyright-protected materials in their lessons, they also have responsibilities. There are limits to what can be copied and communicated in the classroom. Teachers must know what they can and cannot do with the copyright-protected works of others. Failure to comply with copyright law can result in a teacher, school, or school board being sued for copyright infringement.

The new copyright website features a copyright decision tool that allows teachers to quickly determine whether they can make use of specific materials in their lessons. This site also provides an overview of the "Fair Dealing Guidelines" as well as Copyright Matters! 4th Edition, a publication containing information about the copyright-permission procedure when copyright authorization is needed.

Principals are asked to:

1. Print and post the attached notice about the availability of Copyright Reference Materials in the staff room and/or main office;
2. Print and post one copy of the Consumables Poster at each photocopier in their school; and

3. Share the www.copyrightdecisiontool.ca website at a staff meeting and encourage all teachers and staff to visit the website and to view and become familiar with all of the related materials.

In Ontario, copyright materials are being made available electronically (see zipfile) and one hard copy of the Copyright School Bundle has been mailed to each school board. You are encouraged to practice environmental stewardship; however, if schools in your board would prefer print copies of the documents, the Ministry is providing copies of each document except for the Copyright Go-To-Person Postcard and the notice of Copyright Reference Materials (see instructions below for ordering; note, between 4 - 10 copies of each material is available to each school).

Ordering Print Copies of the Copyright School Bundle

If Principals would like to request print copies of documents in the Copyright School Bundle, they can order the documents directly from **ServiceOntario** for delivery to their school. As per **ServiceOntario**, the ordering process is as follows:

- Beginning Feb. 13, 2017, Principals are asked to log in to the **ServiceOntario Publications** website – <http://www.serviceontario.ca/publications> – using their assigned EDU user name and password (EDUwxyz). If Principals have forgotten or do not have a username and password, send an e-mail to webpubont-EDU@ontario.ca, providing the full school name and mailing address.

Questions about copyright and the ordering process can be directed to Greg Nickles at Greg.Nickles@ontario.ca.

Original Signed by

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Copy: Ontario Principals' Council
Catholic Principals' Council of Ontario
Regional Managers

Zipfile enclosures:

- Consumables Poster;
- "Fair Dealing" Guidelines Poster;
- Copyright Compliance Checklists;
- Decision Tree (Microsite) Postcard;
- Copyright Go-To-Person Postcard;
- Copyright Matters! 4th edition;
- Copyright Reference Materials notice