

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 700 – Educational Program

POLICY 716: COPYRIGHT

BACKGROUND

The Board of Trustees expects employees to be aware of and uphold the requirements of the Copyright Act and the Copyright Modernization Act.

POLICY

Division employees and students will only copy and distribute materials, including works created by employees or students, in accordance with the guidelines and procedures of this policy.

The Division will not accept responsibility for an employee or student who wilfully and knowingly contravenes the Copyright Act, Copyright Modernization Act, or who copies materials excluded from the fair dealing guidelines without permission of the author or publisher.

GUIDELINES

1. Division employees will not be required by their supervisors to perform any service that is a violation of the Copyright Policy.

ADMINISTRATIVE PROCEDURE

[716 AP 001 – Copyright](#)

ADMINISTRATIVE PROCEDURE – EXHIBIT

[716 E 001 – Fair Dealing Guidelines](#)

REFERENCES

Copyright Act

Copyright Modernization Act

Approved: September 7, 2004

Revised: November 7, 2016