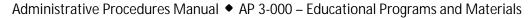
- Copyright means the legal protection of a creator's original work. Copyright law does not protect ideas, only
- Works covered by copyright means all original literary, dramatic, musical and artistic works.

Examples include, but are not limited to: books, writing, encyclopedias, photographs, films, dictionaries, statistical down in writing, any piece that can be recited, choreographies, harmony, melody, lyrics, paintings, drawings, sculptures, works of artistic craftsmanship, engravings, architectural works of art, maps, plans, charts, records,

4. Dubbed off air means making a copy of any television program during broadcast.

Division employees shall not contravene the copyright law by illegally copying or duplicating texts, workbooks, periodical materials and/or musical works, printed or recorded. Works covered by copyright may only be

1. Each site-based administrator shall ensure that reproduction equipment (photocopiers, computers and





2. All staff shall familiarize themselves with the document, *Copyright Matters! Some Key Questions & Answers for Teachers* (CMEC 2012). It can be accessed at: http://www.cmec.ca/140/Programs-and-Initiatives/Copyright/Copyright-Matters-/index.html

All staff will comply with the Fair Dealing Guidelines (2012).
<a href="http://www.cmec.ca/docs/copyright/Fair\_Dealing\_Guidelines\_EN.pdf">http://www.cmec.ca/docs/copyright/Fair\_Dealing\_Guidelines\_EN.pdf</a>

# Reference:

Regulation 213/96, Education Administration Act Copyright Modernization Act (2012) Fair Dealing Guidelines (CMEC, 2012) School Administration Handbook