

Curriculum & Instruction 8403		Administrative Application	
Copyright Agreements		Last Reviewed /Approved on:	December 19, 2025
		References:	Copyright Act Policy 12 – Role of the Director
		Status:	Operational

Preamble

Copyright is the legal protection of a creator's original work. The Regina Catholic School Division (RCSD) recognizes the rights of creators and works to ensure staff members are aware of these rights as required by the *Copyright Act of Canada*. The school division will not accept responsibility for a staff member who wilfully and knowingly contravenes the *Copyright Act*.

Definitions

1. **Public Performance Rights (PPR)**

This term refers to the legal right to perform, display, or view a work publicly. A licensing fee or tariff is often associated with obtaining PPR.

2. **Collective**

This term refers to an organization that administers the legal rights provided under the *Copyright Act* on behalf of copyright owners and rights holders who are members of that collective.

3. **Fair Dealing**

This term refers to provisions within the *Copyright Act* which allows "teachers and staff members in non-profit educational institutions to reproduce, in paper or electronic form, short excerpts from copyrighted work for the purposes of "research, private study, criticism, review, news, reporting, education, satire, and parody." [\[Fair Dealing Guidelines for Schools\]](#)

Application

1. Reproducing a work for classroom use can include photocopying, scanning, downloading, or uploading the material. To make a copy of materials, they first need to be:
 - a. Licensed to RCSD through a subscription or transactional license
 - b. Permitted for use by the copyright owner
 - c. Permitted for use by a Creative Commons license
 - d. Permitted for use by being Open Access (OA) or an Open Educational Resource (OER)

- e. Meet the requirements for one of the educational exceptions in the Copyright Act (such as Fair Dealing)
- f. In the Public Domain
- g. For more information, refer to the Council of Ministers of Education, Canada booklet titled *Copyright Matters: Some Key Questions & Answers for Teachers*, [4th edition or the Fair Dealing Guidelines for School](#).
- h. Permission is granted by licensing agreements entered into by the school division with the following collective agencies on behalf of teachers:
 - i. Audio Cine Films
 - ii. Visual Education Centre/Criterion Pictures
 - iii. SOCAN
 - iv. Licensing

2. **Access Copyright Bibliographic Survey of Photocopied Materials**
As approved by the Ministry of Education, the Access Copyright collective is entitled to conduct a bibliographic survey of photocopied materials in selected Canadian schools. Selected schools are required to participate in the survey.

3. **Audio Visual Works: DVD/Video**
Audio visual works are shown in schools for two purposes:

- a. Showings to Meet an Educational Purpose
An audiovisual work may be shown in the classroom to further an educational objective as long as it is legally obtained. The program may be purchased, a copy borrowed, or a YouTube video. Programs obtained from online subscription services are governed by the terms of the agreement which usually limits the use to "personal" or "household" use. Under these conditions, classroom use is not permitted. [\[Copyright Matters, 4th edition\]](#)
- b. Showings for Entertainment Purposes
For those programs, usually movies, that are shown for entertainment purposes (i.e., before/after school, recess, lunch hour, evening event) RCSD enters into an annual public performance licensing agreement with two companies: Audio Cine Films (ACF) and Visual Education Centre/Criterion Pictures (VEC). Programs that are borrowed or purchased must be legally manufactured copies.

As part of these licensing agreement protocols, school-based administrators and teachers are responsible for carrying out the tasks below:

- i. It is the responsibility of the principal or designate to inform staff of the license and reporting criteria, to ensure that the PPR Usage Form is available

for staff use, and to submit PPR Usage Form to the companies using the online reporting form.

- ii. It is the responsibility of staff members to record the date of the showing and the title of the program on the PPR Usage Form.

c. Streaming Services

Schools are prohibited from using personal streaming accounts (e.g., Netflix, Disney+) under any circumstances.

d. Transfer of Format

It is an infringement of copyright to transfer the contents of one media format to another if the required format is available for purchase and/or without the written consent of the copyright holder.

4. Music—Liturgical

RCSD acquires annual licenses with a number of music collectives. These allow for the use of a variety of liturgical music resources within schools. The licenses grant permission to include the words in PowerPoints, song booklets, or other written presentation formats.

The procedure is as follows:

- a. Contact the Coordinator of Catholic Education Services to see if a song is covered by one of the school division's licenses.
- b. The Coordinator will let the inquirer know which license the song is covered by.
- c. Print the following at the bottom of song sheets, overheads or power points, as applicable.
 - i. LicenSing
<Reprinted with permission under license # C10580, LicenSing-Copyright Cleared Music for Churches. >
 - ii. OnceLicense.net Protocol
<Reprinted with permission under license #A-710713, OnceLicense.net. >
 - iii. Litmus Productions/World Library Publications Protocol
For anything from Michael Mangan:

<XXXX (copyright year of song), Litmus Productions. Exclusive licensing agent in North America: World Library Publications, Frank Park, Illinois, U.S.A. www.wlpmusic.com All rights reserved. Used by permission under license number ACL0309091. >
 - iv. John Burland Protocol
For anything from John Burland:

<Reprinted with kind permission of John Burland. >

5. Music as Entertainment—SOCAN

Music may be performed in schools without payment or the consent of the copyright owner when it advances an educational objective. For example, performance of music in a social studies class for the purposes of comparing cultural music is permitted; however, music used for entertainment purposes, played in the hallways, at school dances, or during assemblies requires a license from SOCAN (the Society of Composers, Authors, and Music Publishers of Canada), the collective agency of Canadian music creators and publishers. RCSD acquires an annual SOCAN license for the school division. There is no record keeping protocol.

6. Internet Material

Material available through the Internet may be saved, downloaded, and shared publicly for educational purposes. "Publicly available" materials are those posted online without any technological protection measures and without a clearly visible notice prohibiting educational use. Routine classroom use may be made of publicly available internet materials such as incorporating online text or images into assignments or performing music or plays online for peers. Students and teachers are required to cite the source of the Internet materials used. Reposting these materials should occur only on a restricted-access website (Moodle). [*\[Copyright Matters, 4th edition\]*](#)

7. Ownership of Copyright within Regina Catholic School Division

a. Personnel

In the absence of any agreement to the contrary, the school division owns copyright in any works produced by a staff member in the course of their employment.

b. Students

Students own the copyright on anything that they create and parental permission to reproduce their work should be obtained if the student is under sixteen (16). Student permission is required if the student is sixteen (16) or over. Permission is not required to display student work within the school.

- i. Each school will request and file permissions for parents/guardians at the beginning of each school year to record and/or tape their child(ren) for possible performance.
- ii. Parental approval shall be obtained to display any student work outside the school at such sites as teachers' conventions, conferences, public libraries, central office or shopping centers.
- iii. The copyright in photographs taken by students for school publications with equipment and supplies provided by the school is usually the property of the schools.