

# Administrative Procedure 190: Copyright

## What is Copyright?

Copyright protects creators' original works, ensuring they aren't used without permission unless allowed by law.



## Fair Dealing: What You Can Use

- Short excerpts for education, research, news reporting, satire, or review may be used without permission if it's fair.
- Examples of allowed short excerpts:
  - One chapter or article
  - Up to 10% of a work
  - One full image, map, or reference entry

NOT allowed: Multiple short excerpts combined to recreate an entire work.

## Internet & Online Materials

Publicly available materials can be used if:

- Not password-protected
- No restrictions on educational use
- Proper citation is given



[gssd.ca/division/administrative-procedures](https://gssd.ca/division/administrative-procedures)



## What is Copyright Infringement?

Using copyrighted material without permission in ways like:

- Copying, scanning, or emailing
- Showing videos without rights
- Downloading, uploading and sharing



## Videos & Movies

Can be shown if:

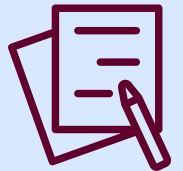
- Used for education on school premises
- Shown to students and staff
- A legally obtained copy is used



Streaming services (Netflix, Crave, etc.) can't be used in class due to licensing restrictions.

## Ownership of Work

- Staff-created materials: Owned by GSSD unless otherwise stated.
- Student work: Belongs to the student. Parent/guardian consent is needed for public sharing.



## Compliance & Review

- The Division regularly updates copyright guidelines.
- Staff should consult GSSD or external resources (like Copyright Matters! or the Fair Dealing Decision Tool) if unsure.

