



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: COPYRIGHT

POLICY NO: A.11

Date Approved: September, 1971	Date of Next Review:	Dates of Amendments: AR, Jul 98; BM p 188, 16 Oct 86; BM p 1420,
Cross References: TCDSB Logo Use Policy T.16 Copyright Act (R.S.C., 1985, c. C-42)		
Appendix		

Purpose:

The purpose of this policy is to ensure that the TCDSB maintains the sole right to produce or reproduce all originally created TCDSB materials in any form.

Scope and Responsibility:

The policy outlines the steps which need to be taken to ensure that original material produced by the Toronto Catholic District School Board is protected by copyright. The Director of Education, supported by the Senior Manager of Archives and Record Management, is responsible for this policy.

Alignment with MYSP:

Strengthening Public Confidence

Achieving Excellence in Governance

Providing Stewardship of Resources



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Policy:

All original TCDSB materials shall be protected by copyright.

Regulations:

1. A copyright notation shall appear in a prominent place on all **original** material.
2. The copyright notation will include the copyright symbol, the name TCDSB, the Board logo and the year of copyright.



3. Written permission to reproduce TCDSB copyrighted material shall be obtained from the Director of Education.
4. Original copyright materials shall include but is not limited to print material, audio visual material, **computer software programs, websites, mobile applications** and works of art.
5. A copy of original TCDSB material may be retained in the TCDSB archives, subject to selection by the archive's manager based on an assessment of long-term historical and/or business value.
6. **Use of the Corporate Logo must conform to the TCDSB Logo Use Policy T.16 and the accompanying guidelines.**



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Definitions:

Copyright

Provides protection for literary, artistic, dramatic or musical works (including computer programs).

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following: The Director of Education, supported by the Senior Manager of Archives and Record Management, shall ensure compliance.