

<p><b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b></p> <p><b>LEGAL REFERENCES:</b> <i>Copyright Act</i></p> <p><b>CROSS REFERENCE:</b> CA, School - Based Leadership, Copyright Matters - Canadian School Boards Association</p>	<p><b>CODE:</b> EGAB-Policy</p> <p><b>TITLE:</b> Electronic Copyright</p> <p><b>ADOPTION DATE:</b> February 7, 2001</p> <p><b>REVISION DATE:</b></p>
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**All educational software created by employees during the course of their duties with the Board shall be released by the creator to the Board for unlimited use, modification, duplication and distribution within the Division.**

**In order to ensure that the students will continue to benefit from enhanced delivery of teaching and learning, there will be a requirement by the Division to retain both the software that is developed by teachers and support staff for support programs offered to students and teachers in the schools, as well as the rights for the utilization and modification of such software.**

**To equip teachers and support staff to utilize technology in teaching and learning, the Division has sponsored a variety of programs to make technology available to teachers and support staff. As a result of these opportunities, teachers and support staff have gained expertise in the use of computer software to create teaching and learning applications.**

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1. Definitions:

Educational Software: All computer and multi-media applications, programs, templates, etc., designed to operate on a computer or multi-media hardware, that are capable of being used in a teaching and learning environment.

Creator of Software: Any person who develops templates, Hypercard™ Stacks, or information related to an educational program.

2. All staff members shall be asked to declare all educational software as being the property of the Board and as being subject to all laws pertaining to intellectual property and copyright as of the date of the adoption of this policy by the Board. All software created or modified while the creator is in the employ of the Board shall be subject to this policy.
3. All new software shall be submitted to a designated member of the Information Systems Department for identification.
4. The principal of each school shall be the keeper of official copies of educational software. This shall include diskettes, instruction manuals and accompanying materials. The principal shall make this software available to employees of the Board for use in the delivery of educational programs within the Division.
5. Credit to creators of the software shall be given on the software. However, this does not in any way mean that copyright protection is not being given first and foremost to the owner (the Board).

The credit frame shall contain the statement, "This material is the property of the Board of Elk Island Catholic School Division No. 41. This material may be released for unlimited use solely within the Division and shall not be copied, distributed or used in any form whatsoever without the written permission of the Board.

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6. The creator of educational software shall not receive any remuneration from the Board other than contracted salary for the creation of educational software. The Board shall provide for the physical costs of diskettes and manuals used to retain official copies of the software.

7. All computer software packages and multi-media materials used in the process of creating educational software are subject to copyright laws regarding the use of these materials, the networking of technology and licensing agreements. All teacher created software is to be in compliance with such laws and agreements.