

Copyright

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Responsible Executive:	President
Approval Authority:	Academic Council
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Revised Date:	
Category:	Academic

PURPOSE

The purpose of this policy is to ensure that all faculty and students Coquitlam College (the College) community understand and comply with the *Copyright Act* and related laws. This policy promotes the responsible use of copyright-protected works in academic settings and supports the ethical use of intellectual property.

SCOPE

This policy applies to faculty and students using, creating, distributing, or managing copyright-protected works in print, digital, visual, audio, or other formats, in academic activities at the College.

POLICY STATEMENTS

1. The College recognizes its legal obligation to comply with the Copyright Act and will take reasonable measures to ensure the faculty and students are aware of this responsibility and act accordingly.
2. The College supports the legal and ethical use of copyrighted works for teaching, learning and research, regardless of format (print, digital, graphical, audio or video).
3. The College recognizes Indigenous knowledge systems as distinct forms of intellectual and cultural property. The College is committed to supporting Indigenous peoples in the stewardship, protection, and self-determination of their knowledge and heritage. The use of Indigenous knowledge will be guided by respect and responsibility.
4. The College supports the responsible use of digital materials and intellectual property and requires that all use of digital rights management (DRM) technologies and licensed content comply with applicable terms of use and license agreements.
5. The College encourages the use of object learning repositories (OLRs) and open educational resources (OERs), provided their use complies with copyright legislation and applicable licensing terms, including requirements for attribution.

RESPONSIBILITIES

Faculty

6. Faculty will respect the rights of copyright owners and shall not knowingly copy, distribute, sell, or use any print, digital, graphical, audio or video without the permission of the copyright owner or in accordance with appropriate policies and/or license agreements.

7. Under Fair Dealing, faculty can copy or distribute short excerpts from copyright protected work for the purposes of research, private study, education, parody, satire, criticism or review and news reporting.
8. Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited. (See Definitions).
9. Copying or communicating that exceeds short excerpt limits must consult with the President or designate for evaluation of whether the proposed copying or communication is permitted based on the relevant circumstances.
10. Suspected or known violations of this policy must be reported to the President.
11. Faculty who are found in violation of this policy may be subject to disciplinary action.
12. Faculty are responsible for verifying the licensing terms of digital or DRM-protected materials before using them in courses, online platforms, or instructions tools.
13. Faculty must ensure that learning materials sourced from OLRs or OERs are properly cited, legally shared, and used in accordance with the terms of the applicable licence (e.g., Creative Commons).

Students

14. Students must follow Copyright laws and the College's policies when using third-party materials in course work such as essays, projects, or presentations.
15. Students must adhere to Fair Dealing in the *Copyright Act* when using copyright protected work in their course work.
16. Students cannot reproduce or distribute their instructor's original teaching material without the instructor's permission.
17. Students retain copyright of the original work they create for academic purposes, and their work cannot be copied or used by others without their permission.
18. Students who violate this policy may be subject to disciplinary action.
19. Students must comply with usage terms when accessing or downloading digital course materials protected by DRM or available through the College's licensed platforms.
20. Students are encouraged to use content from OERs and OLRs for assignments and projects, but must provide proper citations and respect licence conditions, including those related to commercial use, modification, or sharing.

Definitions

Copyright: The exclusive legal right to produce, reproduce, sell, license, publish, perform, or otherwise use an original work or a substantial part of it. When others want to copy or use the work, they generally need to ask for permission and/or provide payment.

Fair Dealing: A user's right under the *Copyright Act* that allows limited use of copyrighted material without permission or payment, for the purpose of research, private study, education, satire, parody, criticism, review, or news reporting. If the use is for criticism, review, or news reporting, the source and author must be credited.

Short-Excerpts: Defined under fair dealing as:

(a) up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)

(b) one chapter from a book

(c) a single article from a periodical

(d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works

(e) an entire newspaper article or page

(f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores

(g) an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work

Related Resources

- 2.4.1 Curriculum Development and Approval
- 3.1.5 Intellectual Property
- Copyright Act (R.S.C., 1985, c. C-42)