

**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and Secretaries of School Authorities  
Principals of Provincial and Demonstration Schools

**FROM:** Marg Connor  
Director, Learning Environment Branch

**DATE:** August 30, 2013

**RE:** **Copyright Poster *Fair Dealing Guidelines***

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Enclosed you will find copies of a copyright poster for immediate distribution. To ensure that all school board and school employees understand and comply with copyright law, the Ministry of Education strongly encourages school boards to distribute copies of the poster to all board office locations and to all schools.

The poster is designed to remind educators, administrators and school staff about the *Fair Dealing Guidelines* that school boards implemented as of December 31, 2012, to comply with changes in copyright law. These guidelines were developed by the Council of Ministers of Education Canada (CMEC). The *Fair Dealings Guidelines* poster describes the conditions and limits on reproducing and communicating copyright-protected works for educational purposes in non-profit elementary and secondary schools.

The Ministry encourages school boards to provide direction that the poster is to be mounted and displayed clearly at all board and school photocopying and printing stations; as well as near other devices used to reproduce and communicate material in electronic form, such as scanners. Note that this 11"x17" poster is designed to replace previous posters entitled, *BEFORE YOU COPY*, which are no longer current. Additional copies of the *Fair Dealing Guidelines* poster can be downloaded from CMEC's website at [www.cmec.ca](http://www.cmec.ca).

I am also writing to remind you of our latest resources for compliance with fair dealing and copyright law:

- CMEC has developed a short on-line video to inform principals, educators and school staff about their rights and obligations under copyright law, including fair dealing. Titled, *Dealing Fairly with Copyright-Protected Works of Others*, the video is available at <http://www.cmec.ca/466/Programs-and-Initiatives/Copyright/Copyright-Information-for-Teachers/index.html>.
- *Copyright Matters!* is the information booklet the Ministry sent to school board offices in large quantities for distribution to every educator in all schools in February 2013. Boards are encouraged to remind all employees to consult the booklet to ensure that their uses of copyright-protected works comply with copyright law. The *Copyright Matters!* booklet is also available for free download on CMEC's website at [www.cmec.ca](http://www.cmec.ca).

- The Ministry issued P/PM 157 on June 21, 2013. This P/PM further clarifies the roles and responsibilities of school boards, and provides strategies for how to comply with copyright law. The P/PM can be accessed at <http://www.edu.gov.on.ca/extra/eng/ppm/157.pdf>. Please share P/PM 157 with all your Superintendents and Principals.

If you have any questions about the distribution of the poster or any other questions about copyright, please contact your Ministry Regional Office or Guylaine Rheault-Oliver, Learning Environment Branch, at 416-212-1347 or [guylaine.rheault-oliver@ontario.ca](mailto:guylaine.rheault-oliver@ontario.ca).

Sincerely,

Marg Connor  
Director, Learning Environment Branch

Encl. Copyright Poster Fair Dealing Guidelines

- c. Regional Managers, Ministry of Education Regional Offices  
Nancy Sanders, Director, Provincial Schools Branch, Ministry of Education