



Background

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 School to retain both the software that is developed by teachers and support staff for support programs offered to students and teachers, 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 School 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.

Definitions

Educational Software include 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 is any person who develops templates, Hypercard™ Stacks, or information related to an educational program.

Procedures

1. All educational software created by employees during the course of their duties with the School shall be released by the creator to the School for unlimited use, modification, duplication and distribution within the School.
2. All staff members shall be asked to declare all educational software as being the property of the School and as being subject to all laws pertaining to intellectual property and copyright as of the date of the adoption of this Administrative Procedure by the School.
3. All software created or modified while the creator is in the employ of the School shall be subject to this Administrative Procedure.
4. All new software shall be submitted to the Director of Technology for identification.
5. The Principal shall be the keeper of official copies of educational software. This shall

include diskettes, CDs, instruction manuals and accompanying materials. The Principal shall make this software available to employees of the School for use in the delivery of educational programs within the School.

6. 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 School).
 - 6.1 The credit frame shall contain the statement, "This material is the property of the Calgary Girls Charter School. This material may be released for unlimited use solely within the School and shall not be copied, distributed or used in any form whatsoever without the written permission of the School."
7. The creator of educational software shall not receive any remuneration from the School other than contracted salary for the creation of educational software. The School shall provide for the physical costs of diskettes and manuals used to retain official copies of the software.
8. 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.

Reference:

Education Act s. 52, 53, 54, 196, 197, 222

Copyright Act

Copyright Regulations Access

Copyright Agreement