

Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



Policy Title	Policy Number	
Copyright	AD-CO-4.16	
Executive Responsible	Administrator Responsible	
Vice President, Student Affairs	Director Learning Commons & Academic Success Centre	
Approving Body	Approval Date	Date of Next Review
Executive Committee	February 3, 2026	February 2031
Associated Procedure and Resources		
Copyright: Submitting and Sharing Course Readings Procedure		
Use of College Supported Digital Systems and Platforms for Course Readings College Standard		
Copyright for Teaching, Learning, and College Activities Guideline		
Copyright Oversight and Risk Mitigation Local Practice		

PURPOSE

This policy establishes CNC's principles for the legal and ethical use of copyright protected materials. It protects intellectual property rights, supports academic freedom, and outlines shared responsibilities under the *Copyright Act of Canada*.

This policy also affirms CNC's commitment to:

1. Privacy and accessibility obligations under provincial legislation,
2. Supporting employees acting in good faith,
3. Providing guidance, tools, and training that makes compliance practical and sustainable.

SCOPE

This policy applies to all CNC employees, contractors, and students who use, create, adapt, or share copyright protected materials in any form across College activities, including:

1. teaching and learning (in person or online),
2. research and academic publishing,
3. College communications, social media, and marketing,
4. presentations, events, and public facing content,
5. administrative and operational use

POLICY STATEMENT

CNC recognizes that copyright compliance is both a legal obligation and a shared professional responsibility.

This policy reaffirms, rather than adds to, existing duties under Canadian copyright law. It

provides an institutional framework to support responsible decision making and reduce risk. CNC is committed to using copyright protected content in ways that:

1. comply with Canadian law and license agreements,
2. respect creators' intellectual property,
3. uphold fair dealing and educational exceptions,
4. encourage the use of open educational resources (OERs) and Creative Commons content,
5. support academic freedom,
6. meet privacy and accessibility expectations under provincial legislation.

Faculty, staff, and students acting in good faith under this policy are supported by the College.

GUIDING PRINCIPLES

1. Faculty Responsibility and Institutional Commitment

- 1.1 Faculty are responsible for making reasonable efforts to ensure that materials they distribute or display comply with copyright law and this policy.
- 1.2 CNC supports faculty by providing:
 - a) clear procedures and guidelines,
 - b) tools such as the Fair Dealing Decision Tool,
 - c) consultation through the Learning Commons, and
 - d) training through the Learning Commons & Academic Success Centre and the Centre for Teaching & Learning.
- 1.3 Where possible, faculty are encouraged to select resources that:
 - a) fall under fair dealing,
 - b) use existing library subscriptions, or
 - c) are openly licensed.
- 1.4 Decisions to purchase licensed content are made through authorized administrative processes and are not automatic or individually initiated.

2. Use of College Supported Platforms

- 2.1 To support privacy, accessibility, and copyright compliance, digital readings and learning materials should be shared through College supported systems and platforms. These systems provide:
 - a) appropriate handling of licensed and copyrighted content,
 - b) safeguards for privacy and accessibility,
 - c) consistent application of institutional copyright guidance.
- 2.2 Materials distributed through non-supported platforms (for example, personal websites, cloud storage, or non-standard third-party tools) fall outside the College's privacy and accessibility protections. Faculty who chooses these platforms remain responsible for ensuring compliance with the *Copyright Act* and College policy.
- 2.3 Details of supported systems are maintained within the College's list of Standards.

3. **Inherited Course Materials**

- 3.1 Faculty who inherits instructional materials are encouraged to review those materials for copyright compliance before reusing. When permission or license information is unclear, faculty may consult the Learning Commons.
- 3.2 The College supports this review process but cannot assume responsibility for decisions made by previous instructors.

4. **Emerging Technologies and Artificial Intelligence**

- 4.1 Users of AI or other emerging technologies must ensure that content created, adapted, or shared complies with copyright, privacy, and accessibility standards.
- 4.2 Users should:
 - a) review platform terms of service,
 - b) avoid uploading copyrighted or confidential materials,
 - c) consider whether AI outputs may incorporate or resemble protected content,
 - d) attribute AI assisted content where appropriate.
- 4.3 The College monitors legal developments and updates guidance as needed.

5. **Institutional Oversight and Mitigation**

- 5.1 When potential copyright concerns are identified, CNC will act promptly to reduce legal risk while supporting good faith action.
- 5.2 Steps may include:
 - a) temporarily disabling access to material until the issue is resolved,
 - b) contacting and consulting with the faculty members involved,
 - c) offering guidance and replacement options,
 - d) documenting actions taken in accordance with privacy protocols.
- 5.3 Oversight is educational and correct. Identifiable information is used only as needed to resolve a concern and is removed once resolved, consistent with *Local Practice: Copyright Oversight and Risk Mitigation*.
- 5.4 Repeated or serious issues may be addressed under existing conduct or performance frameworks following Collective Agreement processes.

ROLES AND RESPONSIBILITIES

6. Faculty

- 6.1 Make reasonable efforts to comply with copyright law and this policy; use College-supported systems where possible; review inherited instructional materials; consult with the Learning Commons & Academic Success Centre or the Centre for Teaching & Learning when unsure.

7. Students

- 7.1 Follow copyright requirements for coursework, presentations, and College-related activities.

8. Administrators with Delegated Authority (including Deans and Senior Administrators)

- 8.1 Make or approve institutional decisions related to the acquisition or licensing of copyrighted content within their delegated authority and in accordance with College procurement, privacy, and accessibility frameworks.
9. Deans and Associate Deans
 - 9.1 Support awareness of licensed third-party content within their areas and support appropriate escalation of copyright-related questions or risks.
10. Managers and Supervisors
 - 10.1 Support compliance with this policy within their areas of responsibility and address copyright concerns through existing management and escalation processes.
11. Director, Learning Commons & Academic Success Centre
 - 11.1 Administer this policy; oversee copyright education, tools, eReserves processes, and sampling activities; coordinate institutional guidance and risk-mitigation support.
12. Dean, Centre for Teaching & Learning (CTL)
 - 12.1 Ensure faculty onboarding and professional development related to copyright literacy and responsible use of instructional materials are coordinated and delivered by the appropriate teams.
13. Librarians and CTL Faculty
 - 13.1 Provide non-binding guidance, training, tools, and support to assist informed decision-making under copyright law and this policy.
14. Communications & Advancement and Marketing & Events Departments
 - 14.1 Ensure copyright compliance for public-facing College communications, marketing materials, and media.
15. Employees and Contracted Third Parties
 - 15.1 Comply with this policy and applicable copyright requirements when creating, using, or distributing materials on behalf of the College.

Definitions and Acronyms	
Artificial Intelligence (AI) and Emerging Technologies	Digital tools or platforms that generate, adapt, analyze, or transform content using automated or machine-learning techniques.
Authorized Administrative Processes	Institutional approval and procurement processes carried out by administrators with delegated authority, in accordance with College frameworks for financial control, contracting, privacy, and accessibility.

College-Supported Systems and Platforms	Digital systems and services approved by the College for the distribution, storage, or sharing of instructional or institutional materials, which incorporate institutional controls and guidance related to copyright, privacy, and accessibility.
Copyright-Protected Materials	Any work or content protected under the <i>Copyright Act of Canada</i> , including but not limited to text, images, audio, video, data, and digital content, regardless of format.
Fair Dealing	A user right under the <i>Copyright Act of Canada</i> that permits limited use of copyright-protected materials for purposes such as education, research, private study, criticism, review, and news reporting, subject to established legal criteria.
Good Faith	Honest and reasonable efforts to comply with copyright law and this policy, based on the information, tools, and institutional guidance reasonably available at the time a decision is made.
Licensed Content	Copyright-protected materials that the College is authorized to use under the terms of a license or agreement approved through authorized administrative processes.
Non-Supported Platforms	Digital tools or platforms not approved by the College for the distribution of instructional or institutional materials and which fall outside the College's institutional controls for privacy, accessibility, and copyright compliance.
Open Educational Resources (OERs)	Teaching, learning, and research materials that are in the public domain or are released under an open license that permits free use, adaptation, and sharing in accordance with license terms.
Supporting Information	
Related Policies, Forms, Documents, Websites	Collective Agreement(s)
Acts and Regulations	Copyright Act of Canada