



Copyright and Intellectual Property

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 KTCEA to retain both the resources that are developed by teachers, instructors and support staff for support programs offered to students, instructors and teachers in the schools, as well as the rights for the utilization and modification of such resources.

To equip teachers and support staff to utilize technology in teaching and learning, KTCEA 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.

Guidelines

#	Procedures	Roles and Responsibilities
1	All educational materials and resources created by employees during the course of their duties with KTCEA shall be released by the creator to KTCEA for unlimited use, modification, duplication and distribution within KTCEA.	KTCEA Staff
2	All staff members shall be asked to declare all educational materials and resources as being the property of KTCEA 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 KTCEA.	KTCEA Staff
3	All materials and resources created or modified while the creator is in the employ of KTCEA shall be subject to this Administrative Procedure.	KTCEA Staff
4	All new materials and resources shall be submitted to the Superintendent's Office for identification.	Superintendent's office
5	Credit to creators of the materials and resources shall be given on the materials and resources. However, this does not in any way mean that copyright protection is not being given first and foremost to the owner (KTCEA). 5.1 The Elder/Knowledge Keeper must be identified in the materials and resources, and must provide permission for use, distribution or sale of the materials and resources. 5.2 The credit frame shall contain the statement, "This material is the property of the Kee Tas Kee Now Tribal Council Education Authority. This material may be	KTCEA Staff

	released for unlimited use solely within KTCEA and shall not be copied, distributed or used in any form whatsoever without the written permission of KTCEA.”	
6	The creator of educational materials and resources shall not receive any remuneration from KTCEA other than contracted salary for the creation of educational resources. KTCEA shall provide for the physical costs of storage devices and manuals used to retain official copies of the resources.	KTCEA Staff
7	All computer software packages and multimedia materials used in the process of creating educational materials and resources are subject to copyright laws regarding the use of these materials, the networking of technology and licensing agreements. All teacher created materials and resources to be in compliance with such laws and agreements.	KTCEA Staff

Definitions:

Creator of Materials and Resources is any person who develops information related to an educational program.

Educational Materials and Resources includes all computer and multimedia applications, programs, templates, etc., designed to operate on a computer or multimedia hardware, that are capable of being used in a teaching and learning environment.

Reference:

[Copyright Act](#)

[Copyright Regulations](#)

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Learning Services & Academic Success.