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ELEMENTARY / HIGH SCHOOLS
ADULT EDUCATION / VOCATIONAL
TRAINING CENTERS

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- ▶ Check that the content is listed in Copibec's repertoire
- ▶ Stay within the usage limits
- ▶ Indicate the bibliographic references
- ▶ Keep track of what you reproduce if your school is participating in data collection

VIRTUAL CLASSROOMS

You can use and share content in person, in a virtual setting or on a secure platform:

- ▶ A licence to reuse stored content must not be included
- ▶ Access must be limited to students in your class





SHARED USE

Eligible reproduced content can be shared as follows:

- ✓ Photocopy
- ✓ Display
- ✓ Internal email
- ✓ Secure learning platform
- ✓ Public reading of up to 100% of the document

REPRODUCTION LIMITS

- ▶ **10%** (max. 25 pages) of a document designed specifically for education purposes (textbook or workbook)
- ▶ **15%** of any other document



PUBLIC READING

You can read **100%** of a document out loud in class or live in your virtual classroom. However, you're not allowed to record the reading for future distribution.

OTHER AUTHORIZED USES

- ▶ Song lyrics: Share **100%** of the lyrics with your students
- ▶ Combine different documents to create a slideshow or exam



SMARTBOARD DISPLAY

You can display **100%** of a document on a smartboard under the following conditions:

Textbooks and workbooks:

- ▶ If the document is sold with a publisher's licence allowing it to be displayed in class
- ▶ Without a licence or in paper format: You can scan the content if every student has an original version of the document

Any other content in the repertoire:

- ▶ Document available in digital format: You need to buy at least one copy of the document
- ▶ Document not available in digital format: You can scan it if original versions are available in class

You're allowed to modify documents using smartboard tools. The modified content must be deleted at the end of the class or no later than the end of the school year.

Document camera

You can use a document camera to project the following:

- ▶ **100%** of a document designed for education purposes if it is sold with a licence allowing it to be displayed or if every student has an original version
- ▶ **100%** of a document if a few original versions are available in class





DATA COLLECTION/ REPORTING

If your educational institution has been selected to collect data, you're required to report all the copyrighted content that you photocopy, scan or display onscreen during the school year.

By taking part in the data collection process, you make it possible for Copibec to pay authors and publishers the royalties owed to them for the use of their works.

For more information about data collection/
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INFORMATION SESSIONS

Copibec offers information sessions about copyright and data collection as well as SAMUEL and DONA.



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SAMUEL

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DONA

Accessible digital documents are available for students with perceptual disabilities who want to use reading assistive technology tools. It's no longer necessary to do time-consuming scans by hand. Make purchases through DONA:

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If the content isn't available through DONA or the publisher, you can:

- ▶ Reproduce a document on paper in large print
- ▶ Modify the original colours
- ▶ Modify the original digital version of the document for annotation by the student



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