

## Ownership and Authorship Procedure

### RATIONALE:

New media provide new ways to create content and share it with others, and to access and use others' creations. Traditional notions of *authorship* (the process of creating original work) and *ownership* (holding the legal rights to creative work) are being rethought in response to collective authorship on collaborative sharing sites and platforms, by the capacity to distribute amateur and professional content to mass audiences, and by the technologies that allow remixing of content.

The ease of access to information, music, video, and other content can afford creators new avenues to participate in creative life, but can also result in intentional or naïve misuses—e.g., practices such as illegal downloading, plagiarism, and failures to cite sources properly or to consider the intentions of original creators and owners of online content. Therefore, members of Hamilton-Wentworth District School Board (HWDSB) need to reflect on how to use the work of others ethically; to understand the difference between plagiarism and responsible “citation”; and be able to identify—and to defend—meaningful critical and creative expression that is inspired by the work of others.

### TERMINOLOGY:

*Authorship*: The process of creating original work. To varying degrees, all creative work builds upon the previous work of others. Authors/creators sample and remix media content to create alternative interpretations of the ideas/themes/aesthetic qualities exemplified in source material. Citing source material is an important part of the creative process.

*Ownership*: includes works that belong to the public domain (see glossary) and individual's holding the legal rights to creative work. The author/creator is the first owner of copyright in a work. Where permission to use copyrighted material is needed, it is only the author/creator who can permit usage. However, when considering ownership of creative work, the fair use doctrine (see glossary) can allow limited use of copyrighted materials without having to pay for use or ask permission for use and attempts to balance the protection of a copyright owner's ownership and users' rights to access information and creative works.

### PROCEDURES:

#### 1.0 Standards of Behaviour

- 1.1 Appropriately attribute authorship to the work of others, and provide proper citation when necessary.
- 1.2 Follow the legal aspects of ownership, such as copyright, public domain, and fair use.

## Ownership and Authorship Procedure

- 1.3 Remix, or otherwise “appropriate” the work of others in a responsible, ethical way.
- 1.4 Creations should respect the beliefs and values of others in compliance with HWDSB Character Education attributes, the Equity Policy, and other Board policies.
- 1.5 Be aware of rights under copyright law and exercise them in a responsible manner that balances right to credit and compensation with an openness to sharing knowledge, and consider providing guidelines for fair use (see glossary) and acceptable use (E.g. Creative Commons Attribution <http://creativecommons.org/choose/>).

### 2.0 Key Roles and Responsibilities

#### 2.1 Principals:

- Principals will ensure a culture of respect exists for the authorship and ownership of creative and academic works, and will hold everyone to the highest standard of respectful/responsible behaviour and academic honesty by:
  - Demonstrating care and commitment to academic excellence in a safe teaching and learning environment.
  - Ensuring the school and its members adhere to copyright restrictions, acceptable use agreements, and digital rights policy.
  - Working collaboratively with their school and community to develop strategies for helping students understand the gravity of plagiarizing and the importance of acknowledging the work of others.
  - Supporting teachers in the promotion of academic honesty with students, (see Assessment, Evaluation and Reporting Policy Procedure: Missing Evidence of Learning 1.1.10).

#### 2.2 Teachers and Staff:

- Teachers and staff will ensure a culture of respect for the authorship and ownership of creative and academic works exists, and will hold students to the highest standard of respectful/responsible behaviour and academic honesty by:
  - Modeling respect for the authorship and ownership of creative and academic work by adhering to copyright restrictions, acceptable use agreements, and digital rights policy.
  - Implementing strategies to help students understand the impact of plagiarizing and the importance of acknowledging the work of others.
  - Ensuring the academic honesty of students (see Assessment, Evaluation and Reporting Policy Procedure: Missing Evidence of Learning 1.1.10).

#### 2.3 Students:

- Students will demonstrate a respect for authorship and ownership by:

## Ownership and Authorship Procedure

- Respecting the authorship and ownership of creative and academic work by adhering to copyright restrictions, acceptable use agreements, and digital rights policy.
- Following the established rules associated with academic work and taking responsibility for their own actions.

### 2.4 Parents/Guardians:

- Parents/Guardians support a culture of respect for the authorship and ownership of creative and academic works by:
  - Assisting their child in understanding and respecting authorship, ownership, and academic honesty; and
  - Assisting school staff in dealing with disciplinary issues involving academic honesty.

### 2.5 Trustees and Executive Council:

- Modeling respect for the authorship and ownership of creative and academic work by ensuring the schools and its members adhere to copyright restrictions, acceptable use agreements, and digital rights policy.
- Working collaboratively with their schools and communities to develop strategies for helping students understand the gravity of plagiarizing and the importance of acknowledging the work of others.