

Sharing Information and Content in Online and Community Learning Environments

The information presented here is a general overview for use by PDSB educators and staff

As instructional teams decide how, when, and which tools will be used in the classrooms to support learning, staff have a duty and responsibility to ensure that personal data held by the board is kept confidential, and meet expectations outlined in the [Digital Citizenship policy](#), the [Safe Schools policy](#), and Peel's Privacy and Data Security Memo 2020-2021.

Applications and/or Google Extensions

What criteria should be considered when choosing and implementing tools and/or resources with learners in virtual learning environments?

For more detailed information regarding Peel's student privacy policies, and what can and cannot be shared, please visit the [Modern Learning Site - Protecting Student Privacy](#)

What information CAN be shared?	What information CANNOT be shared?
 - Peel Student Number - PDSB student email address - PDSB staff email address - Student or teacher initials - Grade, school name and address	 - Ontario Education Number - Health and special education information - Student's first and/or last name - Student's date of birth - Personal addresses, parent/guardian names and contact information - Program information (eg. ASD, DD, GLD) - Teacher's date of birth

BYOD Media and Virtual Library Resources

What can be shared where?

Learning Resource	Private Password-Protected Learning Environments (i.e., Brightspace/Google Classroom)	Public Sharing Environment
An article from a database		
Videos, interactive applications and/or podcasts from Learn 360, Curio, OnCore, NFB, Ted Talks		 Ted Talks are permitted as they are open access

Music Recordings – From Naxos Music Library		
Open Source/Internet <i>What can be shared where?</i>		
Learning Resource	Private or Password-Protected Learning Environments (i.e., Brightspace/Google Classroom)	Public Sharing Environments
YouTube/Vimeo video from the original source, creator or publisher posted publicly. One way to identify if a YouTube/Vimeo video is coming from an authorized source is to check to see if the creator/publisher is verified. For example, beside the publisher name <i>CBC News</i>, there is a check mark to prove that it is an authentic and verified source.  If no verification check mark is shown, contact the publisher/creator directly to affirm that permissions to share have been obtained. Before sharing links review videos in entirety to ensure they are appropriate and that no inappropriate advertisements are embedded.		
YouTube/Vimeo video uploaded and shared without authorization from the original creator, publisher or source.		

Public website link		
Content from a public website		‘Partial’ content with website link attribution
Newspaper article (full)		
Music Recordings - From YouTube Audio Library		
Music Recordings - Other	 Up to 10% of recording	
Images	 Up to 10% of images in a book; images ‘Labeled for reuse’, Creative Commons or Art Digital Collections	 Images labeled as: ‘Labeled for reuse’, Creative Commons or Art Digital Collections
Novels and/or Textbook	 Up to 10 percent of a copyright-protected work. One chapter of a book. An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works.	 Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited.

For detailed information and guidance on copyright, fair dealing and educational materials, please visit the following sites:

[Fair Dealing Decision Tool](#) : “The Fair Dealing Decision Tool” helps teachers decide whether "fair dealing" permits classroom use of print materials, artistic works, or audiovisual materials without first getting copyright permission”

[Copyright Rules Apply to Online Teaching and Learning](#)

[Teachers’ Use of Internet in the Classroom](#)

[Copyright Matters!: Some Key Questions and Answers for Teachers](#)



Sharing Read Alouds on Virtual Learning Environments

To support educators and librarians, [Access Copyright's](#) participating publishers had previously generously waived license fees for works to be read and/or recorded online to students in K - 12 schools and libraries in Canada. **These guidelines have changed to only include boards who are paying the Access Copyright**

Elementary and Secondary School Tariff.



Please note that the Peel District School Board, along with many other boards across Ontario are not currently licensed with Access Copyright for these purposes, so this program's guidelines cannot be applied in our settings as they were in the spring.

If you wish to **record** a read aloud from a [Canadian publisher](#), please contact the publisher directly for permission. A list of Canadian publishers and their contact information can be found [here](#).

A live reading during the instructional day (via Google Meet or Microsoft Teams) can be made if the following conditions are met ([Council of Ministers of Education, Canada \(CMEC\)](#) - Question #5) :

Section 29.5(a) of the *Copyright Act* permits the live, public performance of a copyright-protected work. Five conditions must be met for section 29.5 to apply:

1. The performance must take place on the premises of an educational institution. (A reading in an online classroom for the purpose of classroom instruction arguably takes place on the premises of an educational institution.)
2. It must be for educational or training purposes. (This condition is most likely met in the circumstances of this question.)
3. It must not be for profit. (This condition is most likely met in the circumstances of this question.)
4. It must take place before an audience consisting primarily of students of the educational institution, persons acting under its authority, or any person who is directly responsible for setting a curriculum for the educational institution. ('Primarily' does not mean 'exclusively'. A liberal interpretation of section 29.5 would likely include performances by teachers for their students. The Supreme Court of Canada directed that users' rights, including this one, be given a liberal interpretation.)
5. It must not involve a 'motive of gain'. Any fee charged for the performance must recover no more than the costs, including overhead costs, associated with the performance. (This condition is most likely met in the circumstances of this question.)