**Template email #1 to teaching staff**

Subject line: **Bookmark This: Copyright Decision Tool for Teachers**

Planning to use excerpts from books, articles, videos, or other materials in your classroom? There’s a simple way to check if you need copyright permission first.

©️ **What You Need to Know**

In Canada, teachers have special rights under the *Copyright Act* called **fair dealing** that allow limited use of copyrighted materials for educational purposes—but only under certain conditions. The key word is *limited*—and the conditions matter.

**🕜 Get Clear Answers in 30 Seconds**

The Fair Dealing Decision Tool helps you determine whether your intended use falls within these educational rights. Simply answer a few questions about what you want to use and how you plan to use it.

**🔖 Bookmark This Resource**

Visit [FairDealingDecisionTool.ca](https://FairDealingDecisionTool.ca) and save it to your browser. Whether you’re planning tomorrow’s lesson or next month’s unit, you can instantly access copyright guidance.

**❗ Why This Matters**

This tool helps protect both you and your school while ensuring students are able to benefit from a range of rich, diverse learning materials.

\*\*Take Action Today\*\* Bookmark: <https://fairdealingdecisiontool.ca/>

**Template email #2 to teaching staff**

**Subject: Copyright Made Simple**: Teaching in the digital age

You’re already using the [Fair Dealing Decision Tool](https://www.fairdealingdecisiontool.ca/DecisionTool/) to ensure copyright compliance for your lesson materials—excellent! But what about those tricky situations that go beyond copyright basics?

**▶️ Know the Rules for Today’s Tools**

Video clips from streaming platforms, images from websites, digital collaborative tools, multimedia presentations—usage questions regarding these engaging materials sometimes have more than a quick yes/no answer.

**❓ Your Quick-Reference Resource**   
  
[Copyright Matters (copyrightmatters.ca](https://www.copyrightmatters.ca/)) is organized in an easy-to-find FAQ style. No wading through lengthy documents—just quick answers to specific questions about using modern materials.

**👀 Here’s a Sneak Peek**

**Q:** Can you copy website images and activities to build a digital activity library for students?

**A:** Yes, there’s a specific educational right for this! But there are **five simple conditions** you need to meet to do this legally.

🔗 Want to know what those five conditions are? Visit copyrightmatters.ca to get the full answer (and bookmark it while you’re there!).

**🔖 Bookmark for Tricky Copyright Questions** [www.copyrightmatters.ca](http://www.copyrightmatters.ca/)