



LEGAL AND IMMIGRATION SERVICES

In this issue:

- Introduction to LIS
- Intellectual Property
- Film Releases

Legal and Immigration Services

What We Do:

- Contracts & Legal Document reviews
- Intellectual Property matters
- Employment matters
- Human Rights matters
- Corporate commercial law
- Administrative law matters
- Legal risk management
- Litigation
- Immigration advice and support

Brief Introduction

Greetings to everyone at the University of Waterloo. With spring, a season of rebirth and renewal just around the corner, we would like to take this opportunity to introduce our department to the campus community.

Legal and Immigration Services was created in September 2017 after the University realigned how legal services would be provided to campus stakeholders.

At Legal and Immigration Services, we are responsible for managing the legal affairs of the University. Our office works to provide legal advice and manage the University's legal risk internally and externally.

We are located in Needles Hall and always look forward to cultivating a strong working relationship with a diverse array of colleagues. If you are a faculty or staff member with a legal question, we are here to help! We can assist members of the University and provide advice on legal issues including:

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| -Corporate commercial law | -Intellectual Property matters |
| -Legal Risk Management | -Employment matters |
| -Human Rights matters | -Administrative law |
| -Litigation | -Immigration advice and support |
| -Contract & Legal Document reviews | |



Legal and Immigration Services exists to support the University community. If you are a faculty or staff member who needs to reach out for legal advice, please email us at lis@uwaterloo.ca. We're here to help!

Intellectual Property Copyright Violations

Academic integrity is a cornerstone of any educational institution. Students and faculty alike benefit when academic integrity is well understood, encouraged and maintained.

The University and faculty strongly discourage students from participating in/uploading course materials on online sharing platforms, such as Course Hero, OneClass and similar platforms. In many cases, the material in question is created and owned by the faculty member or instructor. Faculty are indeed presumed to be the Intellectual Property Owners of the course materials.

Permission Required Before Sharing/Uploading

Students are strongly advised to err on the side of caution and ask for permission from their instructors before sharing and/or distributing any course materials. These course materials will usually be made available only for personal use by students.

Students may not distribute or reproduce the materials, whether for commercial purposes or not, without the express written consent of the faculty or instructor. Neither faculty nor the instructors waive their intellectual property rights when granting limited use of their course materials to students.

There are institutional guidelines pertaining to organizations external to the University of Waterloo that make available teaching resources from the University of Waterloo: <https://uwaterloo.ca/secretariat/faculty-staff-and-students-entering-relationships-external>

Clear Copyright Violations and Sanctions

Uploading course materials, including lectures, quizzes, and exams, onto online sharing platforms such as Course Hero, OneClass, and similar platforms is considered to be a copyright violation, regardless of whether an individual did so intentionally or unintentionally. Ignorance of the law is not an excuse.



LEGAL AND IMMIGRATION SERVICES

Copyright violations may have significant consequences because they are considered to be academic misconduct.

In Canada, the unauthorized copying, use or sharing of an Intellectual Property Owner's work is illegal and is subject to civil damages of up to \$5,000 for non-commercial infringement. In contrast, sharing works on online platforms likely falls in the realm of commercial infringement, in which case the potential damages could be much higher.

Any online sharing platforms such as OneClass must retain records of the identity of the alleged infringer for up to one year from the date of the Notice of Violation of copyright in instances where court proceedings will be launched.

Key takeaways:

- Do obtain the required permissions before using or sharing copyrighted course materials.
- Do refrain from sharing the course materials with those individuals or commercial ventures that seek to profit from selling course materials. Their Terms of Service, and notably their Limitations of Liability, could be detrimental to students.
- Do forward to and discuss with your instructors any emails received from OneClass and any similar online sharing platforms, or from any individual acting on behalf of OneClass as note takers.
- Do not respond to any email requests to subscribe to these online sharing platforms, whether by email, with Facebook, or any similar platforms.
- Do unsubscribe from receiving any services, emails, or spam mails from OneClass and any similar online sharing platforms.

Legal and Immigration Services at the University will uphold these legal and academic principles and will send copyright violation notices and cease and desist letters to the alleged infringers.



LEGAL AND IMMIGRATION SERVICES

Copyright infringements and concerns about academic integrity, should be brought to the attention of our office, Associate Deans, Undergraduate or Graduate Studies, and the Office of Academic Integrity. See also the Copyright guidelines at <https://uwaterloo.ca/copyright-at-waterloo/>

Film Releases

To request permission to film or photograph on campus, please contact LIS at least two weeks prior to the shooting to allow LIS sufficient time to draft a film release.

IMPORTANT DISCLAIMER

The information contained in this newsletter is not meant to be legal advice, and the reader should not depend on it as legal advice. For clarification of these issues specific to your situation, or for any matter on which legal advice may be required on behalf of the University of Waterloo, please contact Legal & Immigration Services.

(<https://uwaterloo.ca/legal-and-immigration-services/>)