



ARC-BC Independent School Application

BC independent schools interested in joining the ARC-BC Community are asked to complete the attached application and user agreement, and submit to:

By email: DStam@timothychristian.ca
By fax: 888-794-7114
By mail: Attention: Mr. Doug Stam
c/o Timothy Christian School
50420 Castleman Road
Chilliwack, BC V2P 6H4

Prior to completing the application, it is recommended that school-based users view the presentations and materials available in the modules on the ARC-BC Training page at: <https://www.arc-bc.org/help/default.aspx>

If you have any questions about ARC-BC in general or this application please contact the ARC-BC Provincial Team at arc@prcvi.org

Accessible Resource Centre – British Columbia

www.arc-bc.org

Ph 604.266.3699 FAX 604.261.0778

106 – 1750 West 75th Ave

Vancouver, BC V6P 6G2

ARC-BC Independent School Application

All BC independent schools are invited to join the ARC-BC Community by completing and submitting the following application. Each school should submit only one application – these applications will be accepted any time.

If you have any questions about this particular application, please contact Mr. Doug Stam at: DStam@timothychristian.ca

Name of School System:	BC Independent Schools (funded)
<p>Name and contact information of...</p> <p>ARC-BC School Contact:</p>	<p>Name: Mr. Doug Stam</p> <p>Role: Independent Schools Contact</p> <p>Contact Information:</p> <p>By email: DStam@timothychristian.ca</p> <p>By fax: 888-794-7114</p> <p>By mail: Attention: Mr. Doug Stam c/o Timothy Christian School 50420 Castleman Road Chilliwack, BC V2P 6H4</p>
<p>School Technical Infrastructure Status</p> <ul style="list-style-type: none"> • School networks set up to allow user access to www.arc-bc.org • School networks set up to allow user downloads from www.arc-bc.org • User computers set up to allow saving of files downloaded from www.arc-bc.org 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

School Training Plans		
Please describe your school's initial training plans for ARC-BC users (specify dates if known)		
Planned activity or event	Date(s)	Assistance needed from ARC-BC team

Anticipated number of ARC-BC users in your school	# of users: _____ Please attach a list of ARC-BC users for your school, including each user's professional email address.
Agreement on Use of Alternate Format Materials (see attached) signed by school principal:	
Name of Individual Completing Application (use school principal)	Name: _____ Date Submitted

Questions? Contact the ARC-BC Provincial Team at arc@prcvi.org

APPENDIX

Explanation of Application Sections

Name and contact information of ARC-BC School Contact

- The ARC-BC School Contact is that individual who has responsibility for the following
 - approving or denying user requests for registration – when users in the school submit a registration request through ARC-BC, an email is sent to the ARC-BC School Contact – the Contact then approves or denies the request considering whether or not the user is a student with a perceptual disability or an educator supporting such a student
 - maintaining current information in the ARC-BC School Profile
 - maintaining a current list of school users (i.e. removing users no longer eligible to access ARC-BC or adding users as required)
 - receiving and distributing information on ARC-BC as needed to school personnel and school ARC-BC users

Schools Technical Infrastructure Status

- An analysis of the school's "readiness" to access and use the ARC-BC repository – please indicate the status at the school and user site level
- The effective searching and downloading of alternate formats from the ARC-BC repository requires all users to be able to open the ARC-BC website and download files (some of which are large) to a secure location (e.g. hard drive, flash drive, secure server folder).

Schools Training Plans

- Users of ARC-BC will require training to not only use the repository effectively but to understand the important copyright issues. This section of the application asks schools to identify specific plans to ensure their users are trained in both areas. Schools are encouraged to offer proposed dates for training events and to identify any support needed from the ARC-BC provincial team (e.g. workshop materials, online training opportunities, etc).

Anticipated number of ARC-BC users

- School principals are required to provide the names and role(s) of staff who are the school's 'approved users' of ARC-BC. Please attach a list of names when submitting this paperwork.
- Schools are asked to identify how many users will be registering for ARC-BC in the near future.

Agreement on Use of Alternate Format Materials

Accessible Resource Centre – British Columbia (ARC-BC)

The Accessible Resource Centre – British Columbia (ARC-BC) supports equal access to the K-12 curriculum for BC students with perceptual disabilities by collecting, developing, and distributing alternate format educational materials. In order to maintain the integrity of the services offered and comply with the *Canadian Copyright Act (CCA)* Section 32(1) (see attached copy), the following policies and procedures apply to the use of alternate format materials obtained through ARC-BC.

This agreement is made between _____ (school name and ministry code) and Special Education Technology – British Columbia (SET-BC) / Provincial Centre for the Visually Impaired (PRCVI), the Ministry of Education programs that manage ARC-BC.

In consideration for the receipt of any alternate format materials (the “Materials”) obtained through ARC-BC, on behalf of my school:

1. I have read and understand the *Canadian Copyright Act (CCA)* Section 32(1).
2. I agree that the “Materials” will only be used by individuals in the school who have been identified by the school as having a perceptual disability and I understand that any other use of the “Materials” is in violation of the *Canadian Copyright Act (CCA)* Section 32(1).
3. I agree to grant access privileges to ARC-BC only to those individuals in the school who have perceptual disabilities or who are providing educational support to such individuals.
4. I understand it is the responsibility of the school to inform those granted access to ARC-BC of the acceptable use and copyright restrictions as they apply to the “Materials”.
5. I understand that the school must own a physical copy of the print material from which the alternate format was created.
6. I understand that the “Materials” cannot be shared outside the school.
7. I understand that, to ensure the continued availability of alternate format materials to students with perceptual disabilities across the province, failure to observe this agreement may result in suspending the school’s access to these materials.
8. I am authorized by the school to enter into this agreement.

Name (please print)

Date

Role in School

Email

Signature

Canadian Copyright Act (CCA) Section 32(1) *Persons with Perceptual Disabilities*

Reproduction in alternate format

32. (1) It is not an infringement of copyright for a person, at the request of a person with a perceptual disability, or for a non-profit organization acting for his or her benefit, to

(a) make a copy or sound recording of a literary, musical, artistic or dramatic work, other than a cinematographic work, in a format specially designed for persons with a perceptual disability;

(b) translate, adapt or reproduce in sign language a literary or dramatic work, other than a cinematographic work, in a format specially designed for persons with a perceptual disability; or

(c) perform in public a literary or dramatic work, other than a cinematographic work, in sign language, either live or in a format specially designed for persons with a perceptual disability.

Limitation

(2) Subsection (1) does not authorize the making of a large print book.

Limitation

(3) Subsection (1) does not apply where the work or sound recording is commercially available in a format specially designed to meet the needs of any person referred to in that subsection, within the meaning of paragraph (a) of the definition "commercially available".

R.S., 1985, c. C-42, s. 32; R.S., 1985, c. 10 (4th Supp.), s. 7; 1997, c. 24, s. 19.

Definitions

2. In this Act,

"commercially available" means, in relation to a work or other subject-matter,

(a) available on the Canadian market within a reasonable time and for a reasonable price and may be located with reasonable effort, or

(b) for which a licence to reproduce, perform in public or communicate to the public by telecommunication is available from a collective society within a reasonable time and for a reasonable price and may be located with reasonable effort;

"perceptual disability" means a disability that prevents or inhibits a person from reading or hearing a literary, musical, dramatic or artistic work in its original format, and includes such a disability resulting from

(a) severe or total impairment of sight or hearing or the inability to focus or move one's eyes,

(b) the inability to hold or manipulate a book, or

(c) an impairment relating to comprehension

Retrieved from Canadian Copyright Act (CCA) Department of Justice Canada

(<http://laws.justice.gc.ca/en/C-42/index.html>)