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As summer gets underway, most QUFA Members are busy preparing their courses for the fall term, which means, of course, preparing to teach remotely via onQ, the university’s learning management system (LMS). For instructors who are long-time users of onQ, this activity will be routine. But instructors who have never taught a course online may have many questions and concerns.

The prospect of teaching courses online has raised concerns among some QUFA Members about the integrity of their course materials on onQ. A few Members have expressed fears to QUFA that once they have moved their course (or courses) to onQ, the university will appropriate a member’s IP and use it without their permission, even if that material is located on onQ. Exceptions to this rule include situations where a member has elected to work with the university to commercialize an invention or develop an online course under the provisions of Appendix S of the CA.

The ease with which digital materials can be copied and shared is both a positive and a negative. While some instructors are happy to have students share their course materials, others have had their materials taken by students without their permission and sold to commercial study preparation services. Ironically, onQ is probably the safest place to store your online course materials.

The university selected BrightSpace, the LMS software that runs onQ, based in part on its strong privacy and security protections. Privacy and security are top priorities for the university when evaluating software for teaching and learning purposes. The university administers and controls access to onQ. If your course materials on onQ are misused, it is much easier to identify the problem and track the parties responsible. In addition, instructors can work with the university solicitor to send a “take-down” notice to a Web site that posts their materials without permission. If you place your course materials on a third-party platform and a problem arises, you must rely on the policies and procedures defined in the company’s terms of service.

In addition to concerns about protecting the integrity of their own IP, QUFA Members may have questions about using others’ IP in their courses. Please see the box on the next page of this Infosheet for a few resources that can help you understand the complex issues around protecting your own IP and using the IP created by others in your courses.

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ON THE WEB

Intellectual Property Resources

- **Queen's Copyright Advisory Office:** Queen's Copyright Officer Mark Swartz has created many useful guides on copyright and fair dealing, including how to protect course materials. Mark is available for individual consultation. See https://library.queensu.ca/help-services/copyright-fair-dealing.

- **Queen’s Fair Dealing Policy:** See https://library.queensu.ca/help-services/copyright-fair-dealing/queens-fair-dealing-policy.

- **Queen’s Liaison Librarians:** Your liaison librarian can help you identify open access and open educational resources to use in your course, in addition to purchasing textbooks, videos, and other instructional resources. See https://library.queensu.ca/about-us/directory/subject-librarians.

- **Academic Integrity @ Queen’s:** Statement on copyright and intellectual property. See https://www.queensu.ca/academicintegrity/general-info/information/intellectual-property.

- **Queen’s Centre for Teaching and Learning Remote Instruction Toolkit:** See https://www.queensu.ca/ctl/educational-technology/remote-instruction.

- **Canadian Intellectual Property Office (CIPO):** The CIPO offers many online guides and tutorials on intellectual property rights. The copyright section is the most relevant for course materials. See http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr00003.html.

- **The CIPO IP Toolbox:** The CIPO’s IP Toolbox also has useful guides and fact sheets. See http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr04320.html.