



## IBO Policy and Rules for Use of IBO Intellectual Property

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### Purpose and General Principles

The IBO values its intellectual property and seeks to protect it in appropriate ways in accordance with the IBO's relationships with its various audiences and contractual parties.

This document summarizes the IBO's policy and rules (hereinafter the "Rules") regarding the permitted and prohibited uses of its intellectual property. Any use not expressly permitted by these Rules is prohibited unless special permission is obtained from the IBO. All queries regarding the use of the IBO's intellectual property should be addressed to the IBO via [copyright@ibo.org](mailto:copyright@ibo.org).

### The IBO's intellectual property

The IBO owns a large body of intellectual property, including:

- Trademarks and domain names: The IBO's name and logos as well as its domain names are registered and protected worldwide.
- Copyrighted materials: The IBO's work product is made up of all its publications, including in particular those relating to its academic programmes (Primary Years Programme—PYP, Middle Years Programme—MYP, and Diploma Programme—DP) and its methodology, instructions, and guidelines.

The copyrighted materials (hereinafter "IBO materials") are listed in more detail in *schedule 1* annexed hereto. They include IBO materials that are published to enable schools to offer IB academic programmes (hereinafter "official programme documentation") in each of the IBO's official languages.

IBO materials are published and made available in various forms and media, through the IBO's publications catalogue and its web sites.

### A. Trademarks

The IBO logos are registered as trademarks worldwide. Their use is restricted and special permission is required before any use may be made of them.

However, the IBO has registered one trademark especially for use by IBO-authorized schools: namely the IB world school logo. They alone are entitled to use this logo. Guidelines for use are as follows.

1. The IB world school logo indicates a school's special working relationship with the IBO, ie its status as a school authorized to offer an IB programme. Hence, the logo may be used on the school's stationery, publications, web site and non-commercial promotional material.

2. The right to use this logo within the school community is restricted to the school itself via its IB coordinators and administrators. It is not for use by parent or student groups.
3. When using the logo provided by the IBO neither the school nor its supplier may modify it in any manner.
4. If an IBO-authorized school wants to use the logo for any purpose other than given above, the coordinator must make a request in writing to [logos@ibo.org](mailto:logos@ibo.org).

## **B. IBO copyrighted materials: IBO-authorized and candidate schools**

### **1. Permitted acts**

IBO-authorized and candidate schools may:

- a. Access IBO materials on IBNET and the online curriculum centre (OCC) via usernames and passwords issued by the IBO and use them according to the terms and conditions of the sites.
- b. Post OCC versions of official programme documentation on the school's access-restricted web site for teaching or information purposes within their school community.
- c. Use extracts of official programme documentation in other documents created for teaching or information purposes within their school community provided the source is acknowledged.
- d. Make copies of official programme documentation, in part or whole, for their teachers.
- e. Make copies of official programme documentation necessary for their students, especially where it is needed for examinations (eg data booklets and formula booklets, examination notices, case studies) and for learning, (eg curriculum and assessment information from guides for an IB subject).
- f. Print copies from a purchased CD-Rom of the published past examination papers for teaching purposes in their own school. This permission does not extend to any third party copyright material (that is, material for which the IBO does not hold the copyright) which is contained in an examination paper.
- g. Use the relevant curriculum model, unchanged, for the programme a school is authorized to offer, in black and white or in colour, on request from [copyright@ibo.org](mailto:copyright@ibo.org).

### **2. Guidelines for permitted use of IBO official programme documentation**

#### **a. Acknowledging the IBO**

- IBO documents, or extracts from them, however copied, must be identified as copyright of the IBO and the title and date of publication of the document must be shown.

- Extracts inserted into other material should be labelled “© International Baccalaureate Organization” with the title and date of the IBO document from which the extract came.
- Any reproduction of any of the IBO’s curriculum models should be labelled, eg “© IBO 2002”.

**b. Use of IBO material in print**

- Where official programme documentation is photocopied or printed in part or whole for students, only the cost of the copying may be recouped from students or parents.
- Where a single examination paper is purchased, a teacher may make one photocopy for personal use only.

**c. Use of IBO material online**

- IB teachers with authorized access to the OCC may download from it and save to a computer files of official programme documentation. They, or a designated department of the school on their behalf, may then print a copy (or copies) in part or whole. They may also extract sections from that file, for using independently or inserting into another work for information or teaching purposes within the school community.
- A web master acting for an authorized school, or a teacher or student with the approval of the IB coordinator, may post files of official programme documentation from the OCC onto a school’s web site provided that access is restricted, by password protection or other similar access control technique, to relevant parts of the school community.
- Similarly, extracts from files of official programme documentation on the OCC may be posted either as identifiable entities on the school’s access-restricted web site or inserted in other material posted on the same web site. This may be done for teaching purposes or for providing information for the school community about IB courses offered by the school.
- In all cases, the IBO should be identified as the source and the IBO document from which the extract came should be named (see *Acknowledging the IBO* above).

**3. Prohibited acts**

It is not possible to provide an exhaustive catalogue of prohibited acts; the principle being that any act not included in the list of “permitted acts” is prohibited. Enquiries and requests to carry out other than “permitted acts” should be made to [copyright@ibo.org](mailto:copyright@ibo.org).

However, in order to help IBO-authorized and candidate schools correctly manage their use of IBO materials, the following catalogue gives important examples of acts that are prohibited:

- a. Reproducing IBO materials that are not classified as official programme documentation, especially *IB World*, and those other titles that are published by the IBO from time to time but not distributed automatically to schools or posted on the OCC.
- b. In addition to the above, using any IBO material in a new work other than one intended to teach, inform or promote an IB programme within the school community.
- c. Modifying any IBO material.
- d. Translating and publishing any IBO material (see *schedule 2*).
- e. Reproducing or copying any IBO material in quantities that are greater than necessary to perform permitted acts.
- f. Posting IBO materials on an open-access web site.
- g. Copying examination papers sent to the school to examine candidates in a specific examination session (hereinafter “live” papers).
- h. Posting live or purchased examination papers on any web site.
- i. Distributing live or purchased examination papers electronically to students.
- j. Distributing live or purchased examination papers, on paper or electronically, beyond the school community.
- k. Making commercial use of any IBO material.

### **C. IBO copyrighted materials: Examiners**

All examiners are required, in the course of their work for the IBO and under the General Terms of Contract between them and the IBO, to use numerous IBO documents. They may not copy or use them for purposes other than those specified in their contract whether they receive them as print documents or as online documents, via the IBO’s secure web site, Examnet.

Examiners have access to Examnet via an authorized username and password, issued by the IBO on their appointment. They may download IBO documents to a computer and print on a local printer.

Under no circumstances may they copy or distribute them to others in any form or use them for any commercial purpose.

### **D. IBO copyrighted materials: Workshop leaders**

The IBO approves workshop leaders to lead IBO-authorized workshops according to the instructions it provides for the conduct of the workshop. For this purpose only, the IBO makes its material available to them, on its online workshop leaders resource centre.

Workshop leaders are granted online access to the IBO material for the relevant workshop, which they may download to a computer and print for inclusion in their presentation and in the pack for participants at that workshop only.

They may not copy or use, without permission, any other IBO material in this workshop. Neither may they sell or use any IBO material for a commercial or other purpose without written permission from the IBO via [copyright@ibo.org](mailto:copyright@ibo.org).

#### **E. IBO copyrighted materials: Universities and governments**

Staff in universities and governments may request authorized user status for the password-protected pages on the public web site ([www.ibo.org](http://www.ibo.org)). These have been created so that staff can verify the academic standard of IB academic programmes, and especially of the Diploma Programme, either in general or in a particular subject. This may be in the context of improving or maintaining recognition of the relevant IB programme within their jurisdiction or in their university(ies) or in order to make decisions about what credit to give a student for a result in an IB subject.

For these purposes, users may download from those pages and print materials, such as guides, past examination papers and markschemes, in sufficient number to enable their institution or their government to come to an informed decision about the IBO or its programmes.

They may not sell or use these materials for any commercial purpose. Neither may they refer to them in their own reports or documentation without acknowledgment of the IBO as the source.

#### **F. IBO intellectual property: Agencies, consultancies, publishers, and external authors**

Any agency, consultancy, publisher or external author, who wants to use IBO intellectual property for trade or for the creation of material in whatever medium, should seek permission directly from the IBO via [copyright@ibo.org](mailto:copyright@ibo.org). They may never reproduce or adapt any IBO trade mark, domain name or copyrighted material without permission, and a fee may be charged for any permission that is given.

## Schedule 1: IBO materials

This is a list of document types—not exhaustive—that the IBO publishes for different purposes. It will be revised from time to time as new document types are added.

They should all be respected as the IBO's intellectual property in the ways described in the attached policy.

### Promotional and other materials

This list consists mainly of printed matter, but also occasional CD-Roms, available to anyone to purchase through the IBO's online publications catalogue or made freely available on its public web site.

- *IB World*
- Statistical bulletins
- Annual reviews
- University application coversheets
- Posters
- General corporate and programme information brochures (ie *Today's Students for Tomorrow's World*, *Basis for Practice* series, schools' guides to each programme, and *The Continuum for International Education*)
- Books of lectures or commentaries on international education or about the IBO
- Occasional books, or series, to support aspects of the curriculum (eg the Group 4 Teacher Resource Material booklets)
- PowerPoint presentations
- *IB Research Notes*
- Papers and presentations from IBO conferences and other events

### Official programme documentation

This list consists of documents that, one way or another, enable schools to offer the IB academic programmes. Titles in each of these series for the DP, MYP, and the PYP, are made available as relevant to IBO-authorized or candidate schools. They are sent in printed or electronic form and/or posted on the online curriculum centre (OCC) for teachers to access. Some are also available to the general public for purchase through the IBO's online publications catalogue.

#### Mainly administrative items

The IBO communicates with IBO-authorized or candidate schools by means of the document types listed below. These are not available through the IBO's online publications catalogue.

- Application and authorization documentation
- Programme standards
- Programme evaluation documentation
- Rules for authorized schools
- Programme general regulations
- Curriculum models
- Curriculum review reports and questionnaires

- MYP general moderation subject reports
- Coordinator notes
- Clarifications/amendments, notices, information sheets
- Examination regulations and timetables
- Assessment documents (eg DP grade descriptors, theory of knowledge prescribed essay titles)

### **Mainly curriculum and assessment items**

Most of the document types listed below are available through the IBO's online publications catalogue. A few are exclusive to the online curriculum centre.

- MYP and DP subject guides (including language-specific syllabuses and prescribed booklists)
- PYP curriculum documents (including *Making the PYP happen*, the programme of inquiry, documentation for scope and sequence, assessment and exhibition)
- Titles in the Teacher Support Material series
- *Vade Mecum*/MYP and PYP coordinator's handbooks
- General guidance documents (eg *Candidates with special assessment needs*, *Second-language acquisition and mother-tongue development: a guide for schools*)
- DP specimen papers/questions and markschemes
- Documents that support teaching and assessment (eg data booklets, formula booklets, case studies, *Solutions using a Graphic Display Calculator*)
- DP subject/general reports following assessment
- Past examination papers and markschemes (on CD-Rom or in print)
- OCC training materials (including *A Musical Journey*, *PYP Exhibition*, *Visual Arts Training Module*)

## **Schedule 2: translating IBO materials**

The IBO produces official programme documentation in English, French, Spanish and, for the MYP, Chinese. Also, under certain well-defined circumstances, it produces or agrees to, or licenses, the production of some documents in other languages.

The IBO recognizes that IBO-authorized and candidate schools based in other language communities may, from time to time, and in the interests of good communication with parents or local authorities, or with their teachers and administrative staff, want to provide information from the IBO in another language.

For these purposes, the IBO permits translation by IBO-authorized and candidate schools of its materials under the following terms and conditions, that:

- they adhere to the conditions set out in section B of the *IBO Policy and Rules for Use of IBO Intellectual Property*
- wherever possible, they cooperate with other schools in the same language community in the translation of documents
- wherever possible, they together develop a glossary of terms for use in these documents

- they insert a disclaimer with each translated text to the effect that it is not an official IBO translation
- they do not distribute the document beyond the communities of their own or of cooperating schools
- they neither publish nor take any commercial advantage from the translation of any IBO document
- they request permission from the IBO via [copyright@ibo.org](mailto:copyright@ibo.org) should they want to translate documents for any other purpose.

Anyone else who wants to translate IBO materials for any purpose should send a request to [copyright@ibo.org](mailto:copyright@ibo.org).