		Administrative Procedure
		Open Access Resources
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
	Date Approved:	**February 10, 2025**
	Revision Date(s):	**October 6, 2025**
	Review Date:	
	External References • *The Education Act, 1995* • *Saskatchewan Ministry of Education Quality Assurance Framework* • *The Copyright Act*	
	Internal References • None	

Purpose

- This administrative procedure outlines the guidelines and processes for the appropriate use, sharing and accessibility of open access resources available through Saskatchewan Distance Learning Centre's (Sask DLC) Resource Bank.

Scope

- This administrative procedure applies to all resources shared through Sask DLC's Open Access Hub in the Resource Bank, including both internally developed and external resources for core and non-core courses.

Policy Statement

- Sask DLC is committed to removing financial and logistical barriers to ensure all students, educators, and families can access high-quality educational resources, regardless of location or socioeconomic status. All resources are provided free of charge and are not for sale.

- Sask DLC's Resource Bank is a digital library offering centralized access to high-quality educational content. It serves as a reliable source for educators, students, and families.

- Sask DLC supports open access by distributing educational materials broadly to maximize their impact. This approach ensures consistent learning experiences for educators and families. All educational materials are available in the Open Access Hub of the Resource Bank.

- Sask DLC prioritizes maintaining the quality of its educational materials. Only vetted and effective content is shared, ensuring reliability and efficacy for use by school divisions, teachers and families.

- Resources are shared in compliance with licensing agreements, copyright laws and whether the course is classified as core or non-core.

Procedures:

1. Resources Shared in the Resource Bank Open Access Hub
   a) Core Courses for Kindergarten to Grade 12: These include main subjects like Mathematics, English Language Arts, Science and Social Studies.
      i. Internal Resources: Resources from Sask DLC courses, such as handouts, assignments, rubrics, timelines and guides to support teaching (these will vary according to what is available).
      ii. External Resources: Additional materials, such as embedded YouTube videos or links to external websites, to enhance learning support.
   b) Middle Years Practical and Applied Arts (PAA): These are hands-on courses focusing on practical skills for grades 6-9 students.
      i. Internal Resources: Resources from Sask DLC courses are available only when covered under a Memorandum of Understanding (MOU).
      ii. External Resources: Additional materials, such as embedded YouTube videos or links to external websites, to enhance learning support.
   c) Ministry-Directed Courses: These are courses required by the Saskatchewan Ministry of Education, such as Financial Literacy 10.
      i. Internal Resources: Resources from Sask DLC courses, such as handouts, assignments, rubrics, timelines and guides to support teaching.
      ii. External Resources: Additional materials, such as embedded YouTube videos or links to external websites, to enhance learning support.

2. Resources Not Shared in the Resource Bank Open Access Hub
   a) Practical and Applied Arts (PAA) Courses:
      i. Internal Resources: Not shared in the Resource Bank unless there's an agreement to do so (MOU).
      ii. External Resources: Additional materials, such as embedded YouTube videos or links to external websites may be shared to enhance learning support.
   b) Elective Courses: These are optional courses chosen by students based on their interests.
      i. Internal Resources: Not shared in the Resource Bank.
      ii. External Resources: Additional materials, such as embedded YouTube videos or links to external websites may be shared to enhance learning support.

c) Locally Developed Courses: These are hands-on courses designed by specific schools or school divisions to meet local needs.
    i. Internal Resources: Not shared in the Resource Bank.
    ii. External Resources: Additional materials, such as embedded YouTube videos or links to external websites may be shared to enhance learning support.
d) Courses Developed Prior to 2023: These are core course materials created before establishment of Sask DLC in 2023.
    i. Internal Resources: Not shared in the Resource Bank, unless existing course development agreements require their accessibility.
    ii. External Resources: Not shared in the Resource Bank.

3. Modified Resources
    a) Access to modified resources is restricted. Applicants must meet the following requirements:
        i. Possess a Saskatchewan school division email.
        ii. Have a Sask DLC Resource Bank account.
        iii. Obtain permission from their school division, preferably from a local school principal or higher authority.
    b) Disclaimer
        i. The materials provided in the modified resources are for personal use by teachers only.
        ii. These resources are intended for direct application with students and are not to be redistributed or shared outside the classroom setting. By using these materials, teachers agree to abide by this guideline.
    c) How to Apply
        i. Applicants must complete and submit this form to gain access.
        ii. They are also required to watch this micro-tutorial that explains how to access the resources.

Definitions

- **Core Courses:** Refers to a required subject area within the provincial Core Curriculum, which outlines the essential subjects all students must study from Kindergarten to Grade 12. For the purposes of Open Access, this includes English language arts, mathematics, science and social studies courses, as well as Financial Literacy 10 and Wellness 10.

- **Open Access:** Refers to educational materials that are freely available to students, educators, and families without barriers such as subscription fees or restrictive licensing.