

# COPYRIGHT

## POLICY

### Rationale:

- Copyright law protects and provides rights to authors for their work. It is essential that the school does not engage in unlawful activity that infringes upon the Copyright Act, thereby denying authors rights to which they may be entitled.

### Aims:

- To ensure that members of the school or school assets are not engage in activities that contravene the Copyright Act.

### Implementation:

- Copyright law is complex, highly specific and ever changing.
- Copyright laws apply to a wide variety of resources commonly used in schools including printed materials, sound recordings, multimedia works, computer software and Internet websites etc
- The school will comply with all copyright laws as outlined in the [Copyright Guidelines](#).
- The Department of Education and its schools have agreements with a number of agencies and societies, and rights within the Copyright Act itself, allowing limited rights relating to copying and copyright.
- These licences or agreements do not however allow schools to simply copy resources without restrictions or limitations.
- In order to comply with the Copyright Act and provide all staff and students with clarity regarding their copyright obligations and limitations, Copyright Awareness Posters and Warning Notices that alert staff to the requirements placed on schools under the Copyright Act will be placed in all required locations and at each potential reproduction point eg: photocopiers, video recorders, libraries, printers, computers etc
- The school will ensure that all such notices are in place and updated as required.
- Records of copies will be kept as required.
- Staff will be provided with information relating to copyright as provided by the Department of Education.
- In general, public viewing of hired videos or DVDs for entertainment, photocopies of more than 10% or a chapter of a print publication of less than 200 pages, or the copying or caching of websites are all likely to contravene copyright laws.
- If in doubt, the staff member must consult the Guidelines and Notices indicated above, the in necessary, refer the matter to the principal for clarification before proceeding.
- In general, copyright of material created by an employee of the Department of Education in the course of his/her normal duties is owned by the Department.
- Computer software will be generally restricted to Department of Education software or Microsoft Agreement products. A register of all software will be maintained by the school.

### Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2019**