



# **COPYRIGHT POLICY**

## COPYRIGHT POLICY 2020

<b>Purpose:</b>	The purpose of this policy is to recognise and protect the rights of copyright owners	
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> Copyright Policy 2019
<b>Authorised by:</b>	School Governing Body	<b>Date of Authorisation:</b> April 2020
<b>References:</b>	<ul style="list-style-type: none"> <li>• <u>Copyright Act 1968 (Cth)</u></li> <li>• <u>Copyright Regulations 1969 (Cth)</u></li> <li>• Wisdom College Copyright Procedures</li> <li>• Wisdom College Acceptable Use of ICT Services Policy</li> <li>• Wisdom College Privacy Policy</li> </ul>	
<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> April 2022
<b>Policy Owner:</b>	School Governing Body	<b>Version:</b> 2.0 <b>Dated:</b> April 2020

## Policy Statement

Wisdom College is committed to:

- Recognising and protecting the rights of copyright owners by complying with the restrictions on reproducing or communicating copyright materials as laid down in the *Copyright Act 1968* (Cth).
- Informing students and employees of their rights and responsibilities under legislation and the various licencing arrangements of the school so that they may make full legal use of the materials available to them.
- The fair regulation and management of copyright materials created at the school by employees, volunteers, researchers and students.

## Preventing Infringements

In accordance with the *Copyright Act 1968*, Wisdom College will be taking the following actions to prevent infringements of copyright:

- use free for education material and free for education uses content whenever possible
- arrange a direct licence for relevant material whenever appropriate
- seek access to appropriate licence arrangements for relevant material through Independent Schools Queensland
- undertake all other reproduction and communication of copyright material in accordance with the Fair Dealing provisions of the *Copyright Act 1968*
- attribute moral rights whenever appropriate.

## Employee and Volunteer Copyright

In relation to copyright created by Wisdom College employees and volunteers, including people undertaking work experience, vocational placement and researchers:

- Wisdom College controls and manages all copyright created by its employees and volunteers while under the direction and control of the school.
- This includes any material created by employees and volunteers in their own time for use in their employment or engagement with the school.
- However, if an employee and volunteer creates a material in their own time, using their own resources for a purpose other than their employment or engagement and then subsequently uses the material in the course of their employment or engagement with the school, the school does not own copyright.

## Student Copyright

In relation to copyright created by Wisdom College students:

- Copyright of work created by students in the course of their studies will belong to the student, unless an agreement to the contrary is established between the student and Wisdom College .
- Whilst a student's work may be used within <<School Name>> for educational purposes, permission will be gained from the student and/or parent for any further use of the work.

## Definitions

**Artistic Works:** include paintings, sculptures, graphics, cartoons, etchings, lithographs, photography, drawings, plans, maps, diagrams, charts, buildings, models of buildings, moulds and casts for sculptures.

**Broadcast:** includes radio and television broadcasts for free to air and subscription as well as digital radio and television broadcasts.

**Dramatic Works:** include plays, screenplays, mime and choreography.

**Literary Works:** include novels, text books, newspaper articles, magazine articles, journals, poems, song lyrics, timetables, technical manuals, instruction manuals, computer software, anthologies, directories and databases.

**Musical Works:** includes melodies, song music, pop songs, advertising jingles and film scores.

**Published Editions:** means the typesetting, layout and look of a publication.

**Sound Recordings:** includes vinyl, audio cassettes, plastic discs, reel to reel tapes, CDs, digital audio tape (DAT) and MP3 files and any other method for storing sounds.

## Responsibilities

### School

Wisdom College acknowledges its responsibility to undertake appropriate licencing arrangements to prevent copyright infringements by Wisdom College 's students and employees, including attributing moral rights whenever relevant.

Furthermore, Wisdom College also recognises its obligation to undertake the following steps to prevent copyright infringements:

- develop and implement a Copyright Policy
- educate and train employees (especially library staff)
- keep appropriate records, monitoring and reporting on copyright license issues
- encourage students and employees to contribute to a copyright-compliant school culture.

### Students and Employees

All students and employees at Wisdom College must uphold the school's policy and procedures on copyright as follows:

- All students and employees have a responsibility not to infringe upon copyright either under the *Copyright Act 1968* or under the terms of any licence the school holds.
- Students and employees should note that the school does not in any way condone the use of school equipment or systems for any type of copyright infringement. In particular, computers or internet accounts should not be used to download infringing copies of music, videos, games or unlicensed software, as under the Wisdom College Acceptable Use of ICT Services Policy.
- All employees should ensure that they do not instruct, authorise or condone any infringement of the *Copyright Act 1968* by students or other employees.
- All employees have a duty not to use school copyright material for private purposes unless permission is granted first. Students can make a copy of a "reasonable portion" of copyright material under the Fair Dealings provisions in the *Copyright Act 1968*, for the purposes of research or study. Students should consult the guidelines on the copyright website or speak to relevant employees to gain a better understanding of the amount and uses considered to be "fair".
- If a student or an employee believes that copyright infringing behaviour is occurring in the school, they should report it to the School Coordinators or Principal.

## **Implementation**

The following steps, including the following, will be taken within Wisdom College to prevent copyright infringements:

- Awareness – regularly raise awareness of copyright, including by the development and implementation of this copyright policy, and via the clear support and promotion of the policy by the school board and executive management team;
- Training – regularly educate and train employees (especially library staff);
- Record keeping, monitoring, reporting – keep appropriate records (including direct licenses sought by the school and those facilitated by ISQ), monitoring and reporting on copyright issues;
- Culture – the encouragement of students and employees to contribute to a copyright-compliant school culture.

## **Compliance and Monitoring**

- Wisdom College will keep appropriate records of direct licences sought by the school and those facilitated by the ISQ
- The school will undertake a survey if required