

# **COPYRIGHT AND LICENCES POLICY**

## **RATIONALE**

This school is governed by law with respect to the use of musical scores, videos, books, films, computer software, and other copyrighted materials. Compliance is essential.

## **PURPOSE**

To put in place all practical steps to comply with the law.

## **PROCEDURES/GUIDELINES**

Under the provisions of the Copyright Act 1994 and the Copyright (New Technologies) Amendment Act 2008, schools are permitted to copy and use copyrighted material for educational purposes so long as these conditions are met: -

### **Printed Matter**

1. Multiple copies may be made of a small part (no more than 3% of the work or three pages, whichever is greater provided this represents no more than 50% of the work) of a literary, dramatic or musical work or a typographical arrangement of a published edition, by or on behalf of an educational establishment for educational purposes, provided that no charge is made to the recipient(s) of the work.
2. The proportion of the work copied is no more than 10% or one chapter of a printed work.
3. No more than one copy per person in the class is produced.

### **Films and videos**

4. No film, video or DVD can be shown unless it is for educational purposes. Films can not be shown for the purposes of entertainment.
5. Films, videos or DVDs can be shown for educational purposes to audiences that are directly related to the school such as teachers, students and parents who are assisting the teachers at that time. No money will be charged.

### **Television and Radio programmes**

6. A live broadcast may be shown and shared by a student or staff member at an educational establishment for the purpose of instruction, e.g. a broadcast of an Olympic event.
7. A teacher or student cannot show at school something they recorded from television at home.
8. National Film Library films and/or videos are automatically useable as a blanket waiver covers them.

### **Music**

9. Sheet music is a “musical work” in terms of the Copyright Act. It should be treated like a book or periodical. NOTE Having a legal copy of sheet music does not give you the right to make a performance of or to record the music.

10. A student or teacher can play a sound recording in a school, for educational purposes, provided that the audience consists only of teachers, students and others directly associated with the activities of the school. This means that students or teachers may not play sound recordings (such as a CD) in any public event at the school (and note that parents/guardians, siblings, and whānau are members of the public), nor play a purchased CD in school simply for entertainment purposes. A copy of a sound recording can be made by or on behalf of a person giving or receiving a lesson about learning a foreign language or for lessons conducted by correspondence.
11. CD Roms are often a compilation in which different people may own the Copyright. Viewing the CD Rom is acceptable in school but be careful when copying points from it and always check the purchase contract.

### **The Internet**

12. The Internet should be treated like a CD Rom. Some material may have a Copyright statement that permits unrestricted non-profit use.
13. Under the Copyright Act, the terms 'copy' and 'copying' include making a copy in electronic format, or making copies by means of electronic reproduction. As such, it may be an infringement of copyright to copy all or even part of a website or webpage without permission. It is best practice to obtain permission from the copyright owner before copying any works from the Internet.

### **Computer Software**

14. All software used at school will be governed by either a single-user licence, or a site licence. Single-user licences are to operate on one machine only. Site licences are for any 2 or more machines. No software owned elsewhere or from other sources will be used on school computers.

### **CONCLUSION**

A copy of this policy shall be displayed adjacent to all photocopiers and beside each computer school-wide. If any staff member is unsure, contact the Principal.

Breaches of copyright, whether intentional or inadvertent, are breaches of law, and will be viewed as such. It is the responsibility of each staff member to know the contents of this policy and to act accordingly.

Following the above procedures/guidelines will ensure that the school and teachers comply with the Copyright Act (1994) For more information refer to: <http://www.tki.org.nz/r/governance/copyright/>

Initiated: August 1997

Ratified: October 1997

Reviewed: August 1998, May 2003, July 2008