



COPYRIGHT POLICY & PROCEDURES

(Policy adapted from AISQ Policy)

Staff member responsible: Head of Primary (2008) Head of Resources (when appointed)

Other key staff: Music Coordinator, Business Manager

POLICY

Copyright law in Australia is regulated by the Commonwealth Copyright Act 1968. Copyright grants to the copyright owner of any original work or subject matter the exclusive right to:

- do any of the acts comprised in copyright, e.g. perform, copy, publish; and
- authorise others to do any of those acts.

To do any of those acts which are protected by copyright, prior permission of the copyright owner must be obtained. The following are examples of acts protected by copyright:

- photocopying or adapting of literary works;
- duplication of videos, music cassettes and computer software;
- performance in public which includes:
 - a live performance of music or dance;
 - a live performance of a play;
 - playing sound recordings; and
 - showing videos.

The Copyright Act 1968 does, however, recognise the legitimate needs of educators to have reasonable access to educational material protected under copyright. Educational institutions may enter into arrangements with collecting societies (which represent copyright owners) to pay remuneration in return for permission to do certain copying and other protected acts for educational purposes.

The Association of Independent Schools of Queensland (AISQ) has entered into licence arrangements with a number of these collecting societies and the school is covered by these arrangements. The licences grant limited copying and performance rights in certain areas, in exchange for payment of licence fees. Statutory licences are in place for:

- print/digital material: Copyright Agency Ltd (CAL);
- sheet music: Australasian Mechanical Copyright Owners Society (AMCOS);
- music/performances recording (Audio & video): Australasian Mechanical Copyright Owners Society (AMCOS) and Australian Record Industry Association (ARIA); copying of off-air radio and television transmissions (Screenrights);
- digital communication of copies within an institution (Screenrights); and
- performances: Australasian Performing Right Association (APRA).



PROCEDURES

The procedures section of this document outlines in detail the copy rights available to the College as a result of the above agreements. The policy requirement of the College is to recognise the rights of the creators of works and to adhere to restrictions on copying as outlined in licence arrangements. All staff members are expected to comply with the law and with the school policy.

Copyright law is an extremely complex law. If you are uncertain about whether you are covered by one of the licenses speak to the key staff member or phone AISQ. Do **not** copy or use the work of others unless you know you have permission under copyright law.

Staines Memorial College has the following licenses:

- CAL Part VB (hardcopy & electronic use)
- AMCOS – print music
- AMCOS/Aria – audio and video recording of school performances
- APRA – performing rights
- Screenrights – audio-visual
- CCLi License

CAL Part VB - Hardcopy

Copying by staff:

- You are personally responsible for the copying you do. The school may also be held liable for a staff member's breach of copyright regardless of warning notices.
- You should acknowledge somewhere on the copy, bibliographic information regarding the source – this is a moral responsibility.
- There is no limit to the number of copies you make for educational purposes as long as the work copied is within the stated limits. (refer subsequent section)

Staff limits of reproduction for Exams:

- Under section 200 of the act, staff may copy any source for examination purposes
- NB This section does not cover "practice" exams

Staff limits on reproduction for class work:

- Literary work – no more than 10% of the number of pages or 1 chapter (whichever is larger)
- Dramatic work - as per above
 - all of a dramatic work which has not been published separately
 - all of a dramatic work of no more than 15 pages in an anthology
- Images – all of an image used to illustrate a text being copied
 - only a reasonable proportion but not all
- Music – 10% of the number of pages (also covered by AMCOS)

Staines Memorial College

"Building a Community for Eternity"

PO Box 561, Redbank Plains 4301 OR info@staines.qld.edu.au



Copying by students:

- Research & study purposes only
- The College is not held liable for a student's breach of copyright provided that the appropriate "warning" notices are displayed above all equipment which can copy

CAL Part VB - Electronic Use

This applies to anything where the "original" is not hardcopy.

You may reproduce:

- Literary work – as per hardcopy
- Dramatic work – 10% of the number of words
- Music – 10%
- Images – all of an image which is in electronic form (Not scanned)

Text & Images on CD-Roms

- Licenses generally prohibit any copying of information or images
- If the license says you can – go for it!
- You may only make back-up copies if the individual licenses allow it

Software

- Copying software is not covered by CAL – check the individual license
- You may make a back-up copy in case of loss/damage or as part of backing-up procedures

Screenrights

- You can't show a video for anything other than educational purposes (An exception is that the work to be shown may be covered by APRA though – check carefully)
- You can't make a back-up copy of a Video or DVD. If the original becomes damaged or lost you may obtain a copy (appropriately annotated).
- Anything you record from TV/radio is the property of the school and the video must be labelled appropriately. You can then obtain a copy for use at another school (not your personal library).
- Doesn't cover the Internet
- You may record anything from free-to-air TV or radio, for educational purposes
- You can record as much as you want and copy it as many times as you want
- Doesn't matter if the program is also available to be purchased
- You can contact www.enhancetv.com.au to track down copies of programs relevant to your subject area as well as other support materials

Related Documents

Please also read the document created by the Copyright Council of Australia for Educational Institutions www.copyright.org.au/publications/infosheets.htm (Look up Copying Services and Educational Institutions)