

## **COPYRIGHT POLICY**

### **RATIONALE:**

To ensure that Long Bay College staff and students are aware of and comply with current copyright legislation and any copyright licences entered into by the school.

Copyright legislation exists to protect copyright owners from unauthorised use of their work, while also allowing for limited use by persons other than copyright owners. Copyright licences extend the uses allowed under the legislation by persons other than copyright owners.

### **PURPOSE:**

Long Bay College is committed to providing support for the teaching staff to access resources in the provision of a quality learning and teaching environment, thus enabling teachers to work within the laws of Copyright in respect of music, print and television, internet, electronic and digital media..

### **POLICY:**

1. The school will respect all copyright rights including:
  - the rights of owners of third party material used in teaching,
  - the rights of students in all material they create in and for school,
  - the rights teachers have in material they created prior to being employed at the school and in material created while employed at the school.
2. The school will comply with New Zealand copyright legislation including sections relating to educational and library use.
3. The school will purchase appropriate copyright licences where its use of copyright material exceeds that permitted under the Act and the school will comply with the terms of these licences.
4. While acknowledging that the school can not control all actions of its students, the school will endeavour to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.
5. The school will set up copyright procedures within the school to facilitate compliance with this policy.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

<b>New/Reviewed</b>	<b>Tabled</b>	<b>Adopted</b>	<b>Signed</b>
17/8/09	6/10/09	3/11/09	By Richard Griffin, Chairperson
15/11/11	6/3/12	3/4/12	By Rob Gosling, Chairperson
19/5/15	4/8/15	1/9/15	By Robyn van Der Sande, Chairperson

## LONG BAY COLLEGE COPYRIGHT POLICY PROCEDURES:

1. The Board of Trustees shall purchase the APRA/AMOS/CLL and Screenwriters Licences to cover Long Bay College (see Appendix I).
2. All Licences, their terms and conditions (held by Long Bay College) shall be available Staff Handbook on Office 365
3. All staff must comply with the Copyright Act 1994 and all its amendments.
4. Staff members failing to comply with the Copyright Act 1994 and the provisions of the Licences held by Long Bay College shall be personally liable to summary prosecution subject to the described penalties contained in the Copyright Act 1994.

### Guidelines:

1. The Copyright Act of 1994 requires that all Boards of Trustees are subject to its provisions. The Board of Trustees shall comply by purchasing all licenses, as are considered necessary by the Board of Trustees, in consultation with the staff.
2. National Library Videos can automatically be used as a blanket waiver continues to cover them.
3. These Licences do not allow for commercially hired videos to be shown at school.
4. The CCL Licence covers Long Bay College over and above the copying covered by the Act (see Appendix 1).
5. All DVD's, VHS tapes etc., should be registered a database in each respective Faculty.

### **Sample Student copyright permission form:**

*(Note that certain permissions are granted by virtue of the signed enrolment form).*

I agree for

- Photos of me / my student
- Artwork of mine / my student
- Class work of mine/ my student
- Recordings of my / my student's voice or instrument playing
- Video of me / my student

to be used by Long Bay College as follows:

- on a poster
- in a printed document
- on the school website
- in marketing or advertising material for the school
- in a school newsletter
- in a newspaper article or television programme about the school.
- in an exhibition

**Student name:**

**Signature:**

**Date:**

**Parent or guardian name:**

**Date:**

**Signature:**

**Sample of email request to Copyright Licensing Ltd:**

**cll@copyright.co.nz**

Dear Copyright Licensing Ltd

We have a licence with CLL under the NZSTA licensing scheme. We seek permission to make copies in excess of the terms of our licence. We wish to copy 18 pages from the following book that has 100 pages in total. We will be making a class set of 31 copies.

Title:	<i>Volcanoes</i>
Author:	A Lava
Publisher:	Erupted Press
Date:	
ISBN	
Pages	100
Pages needed:	20–38

Yours sincerely

## **LONG BAY COLLEGE : COPYRIGHT POLICY**

### ***APPENDIX I***

#### **AMCOS:**

- Allowing copying of print music owned by the school, for the educational purposes of the students of that school.
- Music under the Licence may be copied for use in class, for rehearsal or for performance by school bands and orchestras, school choirs or other school ensembles.

#### **APPRA:**

The APPRA Licence covers virtually every music performance a school might entertain, including:

- Concerts at a school by pupils.
- Performances by school groups at multi-school festivals.
- Discos and socials at a school.
- Aerobic sessions at a school.

#### **Exceptions:**

- The performance of grand musicals such as 'Jesus Christ Superstar', 'Les Miserables', etc.
- Performances in a dramatic context (where music has been added to a dramatic show) in secondary schools, where the show is advertised in the public press and run for a profit.

#### **SCREENRIGHTS:**

Ensures that the school has comprehensive right to copy:

- All documentaries.
- News programmes.
- Educational programming.
- General programming shown on both cable and free to air channels.

There are no limits in the Licence as to the amount of a single programme the school may copy nor is there a limit on the number of copies the school may make. Entire programmes or excerpts of programmes may be copied and multiple copies of a programme may be made. Copies of separate programmes may also be compiled onto one tape for convenience sake.

#### **CLL:**

This Licence allows the reproduction of extracts from printed copyright works from all over the world. Educational institutions are licensed to copy:

- Up to 10% of one chapter of a work.
- Up to 15 pages of all or part thereof a single work in a collection of works.
- One or part of one article from a periodical publication or additional articles, if they are on the same subject.
- A complete work, if the work is unavailable in sufficient quantity within a reasonable time at a normal price (subject to prior written approval).
- An artistic work (such as an illustration) published in conjunction with another work and produced as part of a reproduction of that work.
- Up to 50% of poems, small reader or article if a singular work at any one time. The balance may not be copied within a 14 day period.
- Copies can be made for each student and teacher involved in the educational course each year plus a 10% margin for spare copies.