



Purpose

This policy is intended to provide advice on copyright licence requirements for schools in order to ensure copyright legislation is followed and schools and staff members are protected.

Related Policies

Privacy
Computer Facilities and External Networks – Acceptable Use

Policy

Copyright licence fees are paid by the Catholic Education Office on behalf of schools to copyright owners to allow the reproduction of copyright works within licence limitations.

The Licence Agreements

The Catholic Education Office administers copyright license agreements with five agencies for schools in this Archdiocese.

- Print and digital information - C.A.L. Copyright Agency Ltd.
- Print Music - Australasian Mechanical Copyright Owners Society.
- Music Recording - A.R.I.A. Australian Record Industry Association.
- Small performances - A.P.R.A. Australian Performing Right Association.
- Broadcast copying - Screenrights Australia.

All the agreements permit the copying of specified amounts of published materials for educational purposes by schools or on behalf of schools.

Schools wishing to copy material from any printed, electronic format or visual /auditory media must adhere to the copyright policies for the various media. In addition to this, copyright notices must be displayed near photocopiers, computers, scanners and video recorders and attached to documents communicated to other persons. This is not only for the protection of the school but also the individual staff member.

Definitions

Copyright is the ownership of 'intellectual property' by the creators of original material. Owners of copyright material are entitled to the protection of their property by the Copyright Act 1968 and to be compensated for the use of their property by other persons.

Copyright applies to books, magazines, newspapers, photographs, films, videos, compact discs, music, theatrical works, computer software programs and digital information, images, and sound and video broadcast over the Internet.

Procedures

1. Copyright Licence Requirements

- 1.1 Licences give schools the right to copy materials as specified under Section 53B of the Copyright Act.
- 1.2 Guidelines for copying must be strictly observed and are summarised in publications listed in the References Section of this policy.
- 1.3 Copyright notices must be displayed near photocopiers, computers, scanners and video recorders and attached to documents communicated to other persons (See source document reference to the notices in the Forms Section of this policy).
- 1.4 Questions related to copyright in schools should be directed to the Library Officer at the Catholic Education Office.

2. Consequences of Breach of Copyright

Schools that endorse copying practices that are in breach of copyright laws may be prosecuted by copyright owners. Staff members who breach copyright laws may be prosecuted as individuals.

References

- NSW Catholic Education Commission. *Copyright for School.* (1995) Distributed to all schools in the Archdiocese.
- Catholic Education Office Memorandum to Schools. 24 February 2001. *Electronic Copying and Copyright.*
- Catholic Education Office Memorandum to Schools. (10 September 2001). *Electronic Copying and Copyright Concise Guide.*
- AMOCS 2002.. *Music Copyright for Schools: Guide to the AMCOS, AMCOS/ARIA & APRA School Licences.* Distributed to all schools.
- NSW Catholic Education Commission (Web Site) *Copyright for Schools* <http://www.cecnsw.catholic.edu.au/default3.asp?ID=52>.
- Minter Ellison. (2001). *Using the Internet - Legally: Guidelines for Schools, TAFEs and system Authorities in Developing Internet Policies.* Available as a link on the CEC NSW Internet Web site 'Copyright for Schools' page.
- Australian Copyright Council. Available for sale from Australian Copyright Council. (2000). *Educational Institutions: Print resources A Practical Guide.*
- Australian Copyright Council. (2001). *Educational Institutions: Digital & AV Resources.*

Copyright

Forms

Schools should place copyright notices where digital and copying equipment is located and inform staff and students of copyright conditions. Detailed digital information, copyright licence requirements and copies of copyright notices may be found in the memorandum Electronic Copying and Copyright distributed to schools in February 2001. This document is also available from the Library Officer at the Catholic Education Office.

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