



SCHOOL COPYRIGHT GUIDELINES

Winton 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.

Winton school:

- will comply with New Zealand copyright legislation (Copyright Act 1994) including sections relating to educational and library use.
- 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.
- while acknowledging that the school can not control all actions of its students, will endeavour to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

The procedures and guidelines below are to facilitate compliance with the above statements, including training and education of staff, and the appointment of a staff member responsible for copyright.

GUIDELINES

1. All staff (Teachers and Support Staff) are to comply with and be informed at least once a year (or if the licences change) of what is covered by the copyright licences held by the school (if any).
2. Staff are to be made aware that any photocopying that exceeds what is stated in each of the licences held by the school is deemed to be the responsibility of the individual and the school does not accept liability. New staff will be informed as part of the induction process.
3. National Film Library films and videos are automatically useable as a blanket waiver covers them.
4. Any staff member showing videos outside of the terms of the Films Act or otherwise failing to comply with the act as defined in this policy is liable to a fine to a maximum of \$10,000.

Copyright in a literacy, dramatic, musical or artistic work

Section 44 of the Act: Allowed to copy for educational purposes:

1. a. One copy only of the whole or part on one occasion (by or for the person giving instructions) by reprographic process.
b. One or more copies made by non-reprographic process.
2. One or more copies on one occasion (provided to students at no charge).
a. No more than the greater of 3% of the work or edition or 3 pages (but if only 3 pages or less in total, then only 50%).

b. Once copied, no other copies can be made of the same part or from the same work within 14 days.

3. A 'work' includes an article in a newspaper, a short story, or a poem in an anthology.