Copyright Policy

Rationale:

• Copyright law protects and provides rights to authors for their work. It is essential that the school does not engage in unlawful activity that infringes upon the Copyright Act, thereby denying authors rights to which they are entitled.

Aims:

• To ensure that members of the school community, or school assets, are not engage in activities that contravene the Copyright Act.

Implementation:

• The copyright law of Australia is complex, highly specific and ever changing.
• Copyright laws apply to a wide variety of resources commonly used in schools including printed materials, sound recordings, videos, computer software and Internet websites.
• O’Loughlin Catholic College will comply with all copyright laws.
• The Department of Education and Training and its schools and the Catholic System of schools have agreements with a number of agencies and societies, and within the Copyright Act itself, allowing limited rights relating to copying and copyright.
• These licences or agreements do not, however, allow schools to simply copy resources without restrictions or limitations.
• In order to comply with the Copyright Act and with formal agreements, and provide all staff and students with clarity regarding their copyright obligations and limitations, A4 notices that stipulate the requirements placed on schools will be prominently placed in all required locations and at each potential reproduction point eg: photocopiers, video recorders, libraries, printers, computers etc
• Details of school copyright limitations, obligations and agreements are outlined in the Administrative Instructions & Guidelines (Schooling Sector) – Section 1 – Paragraph 141.
• The principal will ensure that all such notices are in place and updated as required.
• Records of copies will be maintained as required.
• Staff will be provided with information relating to copyright as provided by the Department of Education, Training and Employment.
• In general, public viewing of hired videos, the showing of films or videos for entertainment, photocopies of more than 10% of a print publication, or the copying or caching of websites are all likely to contravene copyright laws.
• If in doubt, the staff member must refer the matter to the principal for clarification before proceeding.
• Use of copying equipment by volunteers, parents or community groups will be strictly monitored and is required to comply with the Copyright Act etc, which will probably be more rigorous that the requirements of the school.

Evaluation:

• This policy will be reviewed as part of the school’s three-year review cycle.

This policy was revised and approved by the College Executive in March 2016.
References: Administrative Instructions & Guidelines (Schooling Sector) Section 1, Paragraph 141