



LONG BAY COLLEGE

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.

Consequences

Breaches of this policy may result in disciplinary consequences including involvement of the Board of Trustees.

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

New/Reviewed	Tabled	Adopted	Signed
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
9/2018	16/10/18	16/10/18	By Kevin de Jong, Chairperson

LONG BAY COLLEGE COPYRIGHT POLICY PROCEDURES:

- 1. The Board of Trustees shall purchase OneMusic, CLNZ 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:

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
 - in social media

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 CLNZ 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

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APPENDIX I

AMCOS and APRA:

A OneMusic licence enables schools to:

- Perform music at assemblies, concerts and social events
- Photocopy sheet music
For print musical works, up to 30 copies for every original owned and for choral works up to 5 copies for every original owned.
- Make recordings of performances available to students and their families
- Create and make digital music files for use in lessons
- Stream recorded events from your website

SCREENRIGHTS:

A Screenrights licence enables schools to:

- Record content broadcast on television or radio
- Keep copies to use as an ongoing resource
- Download AV material legally online, including podcasts and vodcasts
- Access more online resources including eTV and Clickview

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CLNZ LICENCE:

A Copyright Licensing print licence enables teachers to:

Photocopy and scan

- 10% of books (including pictures and graphs)
- 15 pages from short story and poetry books
- Complete journal and newspaper articles

Share with students via

- Printed handouts
- Electronic whiteboard
- Intranet