



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 cannot 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, 2020.

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
October 2021	19/10/2021	16/11/2021	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, (held by Long Bay College) and links to further information shall form part of the Staff Handbook in OneNote.
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.
5. At the point of enrolment families are requested for student copyright permission for Long Bay College to use any images / publications showing my son's / daughter's work or self:

[Acceptance of Offer and Declaration Form](#)

10. I / We give permission for Long Bay College to use any images / publications showing my son's / daughter's work or self. *

- Acknowledge and agree
- No, I do not give permission

11. I / We agree that we have read and will abide by the Information Communication Technology (ICT) Policy and the Cybersafety Use Agreement for Secondary Students. *

[Student Guidelines for Safe ICT Use Digital Form](#)

- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **Recognise others work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.

LONG BAY COLLEGE: COPYRIGHT POLICY

APPENDIX I

ONEMUSIC:

A OneMusic licence enables schools to:

- Perform music at assemblies, concerts and social events
- Photocopy sheet music
For print musical works, schools can make as many copies of an original as is required for the members of a class, ensemble or congregation
- 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

CLNZ LICENCE:

A Copyright Licensing New Zealand print licence enables schools to:

Photocopy and scan

- Up to 10% or one chapter of books (whichever is greater, including pictures and graphs)
- 15 pages from short story and poetry books
- Complete journal and newspaper articles (one per issue, more if on the same subject)
- Local and overseas newspaper articles (five per issue, from online or hard copy)

Share with students via

- Handouts, class note and teacher compiled worksheets (printed and digital)
- Electronic whiteboard and screens
- Password protected Intranet sites (eg: Teams)
- Email

If you require any additional information, please refer to www.getlicensed.co.nz