



COMMUNITY SCHOOL

*Friendly Education for Families*

## **Copyright Policy 2017**

### **Aims**

- A. To comply with relevant copyright legislation.
- B. To enable the supply and use of appropriate resources for educational purposes.
- C. To protect works produced at KSCS.

### **Scope and Application**

To direct procedure for ensuring compliance with copyright legislation. This policy is available on the school website and applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school.

### **Definitions**

- A. **Copyright** - is a legal framework that provides protection to the copyright owner against unauthorised use of intellectual property.
- B. **Public Performance** - is the screening of a film outside of a cinema or the home and is regarded as a non-theatrical Public Performance screening.

### **Principles**

- A. AISWA coordinates copyright licence requirements for independent schools, including Kerry Street, for educational purposes, within certain limits. The six licences available are for:
  - 1. Print material (CAL)
  - 2. Digital material (CAL)
  - 3. Print music (AMCOS)
  - 4. Performance (APRA)
  - 5. Audio-visual (Screenright)



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**6. Recording (ARIA).**

- B.** The Roadshow PPL Schools Co-curricular Licence for entertainment or non-educational purposes, e.g. for school camps, is obtained directly from the provider.
- C.** If the school charges an entrance fee, or sells food and drinks with a film, a Public Performance Licence will need to be applied for by contacting Roadshow PPL directly to discuss individual requirements.
- D.** Material produced at school - If an employee creates work as part of their job then, subject to an agreement to the contrary, KSCS has copyright over those works. If the required threshold criteria are met, then copyright protection in Australia is automatic under the *Copyright Act 1968*.

## **Responsibilities**

**A. Council**

- 1. Writing and updating this policy in consultation with relevant parties

**B. Coordinator**

- 1. Complete and return the AISWA Copyright Licence annually
- 2. Apply for Roadshow PPL Schools Co-curricular Licence annually
- 3. Document details of relevant copyright licences and limits held by KSCS
- 4. Ensure relevant community members are aware of copyright limits

**C. Bursar**

- 1. Pay invoices

**D. Teachers**

- 1. Comply with Copyright policy and procedures
- 2. Comply with limits of copyright licences
- 3. Monitor student actions to ensure copying of materials is authorised under copyright licenses

**E. Adult members of school community**

- 1. Members of the community will comply with relevant copyright legislation
- 2. The Parent Forum will ensure that a relevant copyright licence will be obtained before holding a public performance as part of any fundraising event, e.g. Movie Night

**F. Students**

- 1. Follow direction of teaching staff for copying of materials, recordings etc



## **Related Legislation**

- A. Copyright Act 1968
- B. Copyright Amendment Act 2006

## **Related Kerry Street Documentation**

- A. Copyright Procedures
- B. Policies including:
  - 1. Financial Procedures policy
  - 2. Email and Internet Use policy
- C. Staff Code of Conduct

## **References**

- A. AISWA Policies and Procedures Guidelines for Schools – Copyright Guidelines (Nov 2012).
- B. Smartcopying - Official Guide to Copyright issues for Australian schools and TAFE (<http://www.smartcopying.edu.au/home>).
- C. Roadshow PPL Schools Co-curricular Licence (<https://roadshowppl.com.au/wpMyBusiness/MBASchools.aspx>).

## **Contact Person**

Enquiries relating to this policy should be directed to the School Coordinator or Council President.

## **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

## **Review and Authorisation**

- A. This policy was authorised by the Kerry Street Council on 14/3/05.
- B. Policy reviewed by meeting of staff and council on 13/1/06.
- C. Reviewed and accepted June 2017.
- D. To be reviewed February 2021.



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## Revision History

Date	Revision	Detail
22/04/2017	V1.1	Additions of missing Text, formatting, branding and revision history
17/06/2017	V1.2	Drafting of procedures for Council consideration
28/06/2017	V1.3	<i>Helen Sugars Duff</i> Policy approved by Council subject to final edits. Procedures to be removed from attachments and be prepared as a standalone document.