



Copyright Policy

Aims

- A. To comply with the Copyright Act 1968.
- B. To guide procedures for the fair and reasonable copying of materials for study and research use for educational purposes.
- C. To protect works produced at Kerry Street Community School.

Scope and Application

policy is available on the school website and applies to:

- A. Employees
- B. Parents
- C. Community members
- D. Students
- 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. **Copyright licence** - is a permission granted by a copyright owner to allow the use of their copyright material.
- C. **Public domain** - means material over which copyright has expired and no longer exists, meaning anyone can use that material without infringing copyright.
- D. **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. Kerry Street Community School recognises the rights of the creators of works and adheres to restrictions on copying as outlined in law and license arrangements. All staff members are expected to comply with the law and with the school policy.
- B. Staff, students, or community members may not reproduce material covered by copyright except if it meets the criteria for fair dealing as outlined in the Act; or they have

permission of the copyright owner; or the licensing agreement related to the work gives them permission.

- C. All members of staff, students and community members should refer queries to the Principal where they have any doubts about whether or not they are able to copy any written materials, audio-visual resources, digital information, computer software, music, or performance materials for public presentation. Staff members who regularly reproduce copyrighted material should also ensure they are familiar with the [National Copyright Guidelines for Schools](#).
- D. With regard to their own work, staff should note that any works 'produced by employees in the course of their employment is owned by the employer'.

Responsibilities

A. Board

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

B. Principal

- 1. Oversee and ensure the school's compliance with the *Copyright Act 1968*.
- 2. Complete and return the AISWA Copyright Licence annually.
- 3. Apply for Roadshow PPL Schools Co-curricular Licence annually.
- 4. Oversee and ensure the documentation of details of relevant copyright licences and limits held by KSCS.
- 5. Ensure relevant community members are aware of copyright limits.

C. Administration Staff

- 1. Pay invoices.
- 2. Maintain records.

D. Teaching Staff

- 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 the school community

- 1. 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

- D. Copyright Act 1968

- E. Copyright Amendment Act 2006
- F. Copyright Amendment (Disability Access and Other Measures) Act 2017.

Related Kerry Street Documentation

- A. Procedures and Forms:
 - 1. Copyright Guidelines
 - 2. Copyright Licences
 - 3. Copyright Exceptions
 - 4. Copyright Procedures
 - 5. Copying Equipment Notice
- B. Policies including:
 - 1. Communication Policy
 - 2. Community Member Participation Policy
 - 3. Curriculum Policy
 - 4. Curriculum Planning and Review of Student Learning Policy
 - 5. Homework Policy
 - 6. Email, Internet Use and Electronic Devices Policy
 - 7. Records Management Policy
 - 8. Privacy Policy
 - 9. Staff Conduct and Discipline Policy
 - 10. Staff Social Media Policy
- C. KSCS Codes of Conduct

References and Resources

- A. [Smartcopying](#) - Official Guide to Copyright issues for Australian schools and TAFE
- B. [Copyright Licence Agreements](#) - AISWA
- C. [Roadshow PPL Schools Co-curricular Licence](#)
- D. [Australian Copyright Council](#)

Contact Person

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

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 S1 2021.
- E. Reviewed May 2021.
- F. To be reviewed S1 2024.

Revision History

Date	Revision	Detail
28/06/2017	V.1	Additions of missing Text, formatting, branding and revision history. Policy and Procedure separated.
January 2021	V.1.1	Formatted.
May 2021	V.2	Aims, principles and responsibilities updated to ensure compliance. Policy list updated. Procedure developed.