



FRASER COAST
ANGELICAN COLLEGE

COPYRIGHT POLICY

Enriching Body, Mind & Spirit

Purpose:	The purpose of this policy is to recognise and protect the rights of copyright owners	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Draft	Supersedes: Copyright Policy October 2013
Authorised by:	Leisa Harper Principal	Date of Authorisation: 31 Mar 2015
References:	<ul style="list-style-type: none"> • Copyright Act 1968 • Copyright Regulations 1969 • Fraser Coast College Copyright Procedures • Fraser Coast Anglican College Acceptable Use of ICT Services Policy 	
Review Date:	Every 2 years	Next Review Date: 31 Mar 2017
Policy Owner:	Michele Paulsen, Manager Information Services	

POLICY STATEMENT

The purpose of this policy is to provide copyright guidelines for Fraser Coast Anglican College students and employees. The College is covered by ISQ Copyright Licence Agreements which allow for fair and reasonable copying of materials for educational purposes. This policy has been adapted from the template provided by Independent Schools Queensland, the original of which can be located here:

<http://www.isq.qld.edu.au/copyright>

PREVENTING INFRINGEMENTS

In accordance with the *Copyright Act 1986*, Fraser Coast Anglican College will take the following actions to prevent infringement s of copyright:

- Use free for education material and free for education uses content whenever possible
- Arrange a direct licence for relevant material wherever appropriate
- Seek access to appropriate licence arrangements for relevant materials through Independent Schools Queensland
- Undertake all other reproduction and communication of copyright material in accordance with Fair Dealing provisions of the *Copyright Act 1968*
- Attribute moral rights whenever appropriate. *The Copyright Amendment (Moral Rights) Act 2000* ensures that the original creators of works are recognised and have some control over their work whether or not they are also the copyright owners. This has implications for schools where, 'Copyright in works produced by employees in the course of their employment is owned by their employer.

Therefore copyright works produced by teachers in the course of their employment is owned by the school.'

Under the amendment, creators have the right to:

- (a) Attribution, and
- (b) Protection of their work from derogatory treatment.

There is no infringement of moral rights where the creator has consented to the act or omission, or where the defendant can show that the act or omission was reasonable under the circumstances.

EMPLOYEE AND VOLUNTEER COPYRIGHT

In relation to copyright created by Fraser Coast Anglican College employees and volunteers including people undertaking work experience, vocational placement and researchers:

- Fraser Coast Anglican College controls and manages all copyright created by its employees and volunteers while under the direction and control of the school
- This includes any material created by employees and volunteers in their own time for use in their employment or engagement with the school
- However, if an employee or volunteer creates a material in their own time, using their own resources for a purpose other than their employment or engagement and then subsequently uses the material in the course of their employment or engagement with the school, the school does not own the copyright

STUDENT COPYRIGHT

In relation to copyright created by Fraser Coast Anglican College students:

Copyright of work created by students in the course of their studies will belong to the student, unless an agreement to the contrary is established between the student and Fraser Coast Anglican College.

Whilst a student's work may be used within Fraser Coast Anglican College for educational purposes, permission will be granted from the student and/or parent for any further use of the work

DEFINITIONS

- **Artistic Works** include paintings, sculptures, graphics, cartoons, etchings, lithographs, photography, drawings, plans, maps, diagrams, charts, buildings, models of buildings, moulds and casts for sculptures.
- **Broadcast** includes radio and television [broadcasts](#) for [free to air](#) and subscription as well as digital radio and television [broadcasts](#).
- **Dramatic Works** include plays, screenplays, mime and choreography.
- **Literary Works** include novels, text books, newspaper articles, magazine articles, journals, poems, song lyrics, timetables, technical manuals, instruction manuals, computer software, anthologies, directories and databases.
- **Musical Works** includes melodies, song music, pop songs, advertising jingles and [film](#) scores.
- **Published Editions** means the typesetting, layout and look of a publication.
- **Sound Recordings** includes vinyl, audio cassettes, plastic discs, reel to reel tapes, CDs, digital audio tape (DAT) and MP3 files and any other method for storing sounds.

RESPONSIBILITIES

School Responsibilities

Fraser Coast Anglican College acknowledges its responsibility to undertake appropriate licencing arrangements to prevent copyright infringements by Fraser Coast Anglican College's students and employees, including attributing moral rights whenever relevant.

Furthermore, Fraser Coast Anglican College also recognises its obligation to undertake the following steps to prevent copyright infringements:

- develop and implement a Copyright Policy
- educate and train employees (especially library Staff)
- keep appropriate records, monitoring and reporting on copyright licencing issues
- encourage students and employees to contribute to a copyright –compliant culture

STUDENT AND EMPLOYEE RESPONSIBILITIES

All students and employees at Fraser Coast Anglican College must uphold the school's policy on copyright as follows:

- All employees and students have a responsibility not to infringe upon copyright either under the *Copyright Act 1968* or under the terms of any licence the school holds
- Students and employees should note that the school does not in any way condone the use of school equipment or systems for any type of copyright infringement. In particular, computers or internet accounts should not be used to download infringing copies of music, videos, games or unlicensed software, as under the Fraser Coast Anglican College Acceptable use of ICT services Policy
- All employees should ensure that they do not instruct, authorise or condone any infringement of the *Copyright Act 1968* by students or other employees
- All employees have a duty not to use school copyright material for private purposes unless permission is granted first
- Students can make a copy of a "reasonable portion" of copyright material under the Fair Dealings provisions in the *Copyright Act 1968*, for the purposes of research or study. Students should consult the guidelines on the copyright website or speak to relevant employees to gain a better understanding of the amount and uses considered "fair".
- If a student or employee believes that copyright infringing behaviour is occurring in the school, they should report it to the Principal.

IMPLEMENTATION

The following steps, including the following, will be taken within Fraser Coast Anglican College to prevent copyright infringements:

- Awareness – regularly raise awareness of copyright, including by the development and implementation of this copyright policy, and via the clear support and promotion of the policy by the school board and executive management team;
- Training – regularly educate and train employees (especially library staff);
- Record keeping, monitoring, reporting – keep appropriate records (including direct licenses sought by the school and those facilitated by ISQ), monitoring and reporting on copyright issues;
- Culture – the encouragement of students and employees to contribute to a copyright-compliant school culture.

COMPLIANCE AND MONITORING

- The Fraser Coast Anglican College will keep appropriate records of direct licences sought by the school and those facilitated by the ISQ
- The school will undertake a CAL survey if required

RELATED POLICIES AND DOCUMENTS

- Staff and Computer Use Policy
 - Information regarding the school's participation in the Copyright Licence Agreements outlined above contact ISQ
 - The *National Copyright Guidelines for Schools* - www.smartcopying.edu.au
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POLICY IMPLEMENTED BY THE PRINCIPAL



28.09.2015

Leisa Harper

Date