

# *Copyright Policy*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



# Copyright Policy

## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

<b>TITLE:</b>	Copyright Policy
<b>AUTHORS:</b>	P. Olney
<b>ACKNOWLEDGEMENTS:</b>	<a href="http://www.smartcopying.edu.au">www.smartcopying.edu.au</a> <a href="http://au.ccli.com/">http://au.ccli.com/</a> <a href="https://www.is.vic.edu.au/providing-services/copyright-guidelines/">https://www.is.vic.edu.au/providing-services/copyright-guidelines/</a>
<b>PURPOSE:</b>	To provide policy and direction for all the College Community.
<b>RELATED DOCUMENTS:</b>	Copyright Act 1968

## KEY DATES

<b>ISSUE DATE:</b>	November 2016
<b>REVIEW DATE:</b>	2019



## 1. RATIONALE

Copyright law protects and provides rights to authors for their work. It is essential that the College does not engage in unlawful activity that infringes upon the Copyright Act, thereby denying authors rights to which they are entitled.

## 2. AIM

To ensure that members of the College or College assets are not engaged in activities that contravene the Copyright Act.

## 3. DEFINITIONS

There are two statutory licence schemes for the copying and communication of works by schools. These are:

- **The Hardcopy Licence**, applying to copies made from a hard copy document. This includes paper to paper copies and paper to electronic copies.
- **The Electronic Reproduction and Communication Licence**, which applies to reproduction in an electronic form (e.g. digital to digital) and communication of copies in a digital form (e.g. posting on an intranet).

## 4. IMPLEMENTATION

- Copyright law is complex, highly specific and ever changing.
- Copyright laws apply to a wide variety of resources commonly used in the College including printed materials, sound recordings, videos, computer software and Internet websites.
- The College will comply with all copyright laws.
- Independent Schools Victoria (ISV) has agreements with a number of agencies and societies, and rights within the Copyright Act itself, allowing limited rights relating to copying and copyright.
- St Andrews will maintain copyright licencing arrangements for hardcopy and electronic reproduction with the following organisation through ISV:
  - Copyright Agency Limited (CAL) - statutory licence scheme covering copying of printed materials, by both analog and digital means. This is an all-inclusive licence covering both Primary and Secondary students and covers both hardcopy and digital copying.
  - Screenrights – statutory licence scheme covering copying of audio and video broadcasts.
  - Australasian Mechanical Copyright Owners Society (AMCOS) - covering copying of printed (sheet) music.
  - Australasian Performing Right Association (APRA) - covering some school performances.
  - Australasian Mechanical Copyright Owners Society (AMCOS)/ Australian Record Industry Association (ARIA) - covering copying of some school performances.
- The College will hold a CCLI licence and comply with all requirements in regard to copying and performing Christian music and songs.
- These licences or agreements do not however allow the College to simply copy resources without restrictions or limitations.



- In order to comply with the Copyright Act and provide all staff and students with clarity regarding their copyright obligations and limitations, notices that comply with the requirements placed on schools under the Copyright Act will be placed in all required locations and at each potential reproduction point (e.g. photocopiers, video recorders, libraries, printers, computers etc. Refer to Appendix 1)
- The Principal will ensure that all such notices are in place and updated as required.
- Records of copies will be kept as required.
- Staff will be provided with information relating to copyright as provided by ISV.
- In general, public viewing of hired videos, the showing of films or videos for entertainment, photocopies of more than 10% of a print publication, or the copying or caching of websites are all likely to contravene copyright laws.
- If in doubt, the staff member must refer the matter to the Principal for clarification before proceeding.
- In general, copyright of material created by an employee of St Andrews Christian College in the course of his / her normal duties is owned by the College.
- A register of all computer software will be maintained by the College, in conjunction with Microsoft and other software suppliers. A register of the location and custodianship of all copies of software will be maintained by the College.
- A register of all sheet music owned by the school will be maintained by the music teacher, along with a record of all copies made and where they are stored.

## APPENDIX 1 —

### *Commonwealth of Australia, Copyright Regulations 1969<sup>1</sup>*

## WARNING

Copyright owners are entitled to take legal action against persons who infringe their copyright. A reproduction of material that is protected by copyright may be a copyright infringement.

Certain dealings with copyright will not constitute an infringement, including:

- A reproduction that is a fair dealing under the Copyright Act 1968 (the Act), including a fair dealing for the purposes of research or study; or
- A reproduction that is authorised by the copyright owner.

It is a fair dealing to make a reproduction for the purposes of research or study, of one or more articles on the same subject in a periodical publication, or, in the case of any other work, of a reasonable portion of a work.

In the case of a published work in hardcopy form that is not less than 10 pages and is not an artistic work, 10% of the number of pages, or one chapter, is a reasonable portion.

In the case of a published work in electronic form only, a reasonable portion is not more than, in the aggregate, 10% of the number of words in the work.

More extensive reproduction may constitute fair dealing. To determine whether it does, it is necessary to have regard to the criteria set out in subsection 40 (2) of the Act.

A court may impose penalties and award damages in relation to offences and infringements relating to copyright material.

Higher penalties may apply, and higher damages may be awarded, for offences and infringements involving the conversion of material into digital or electronic form.

For more information see <http://www.education.vic.gov.au/school/principals/management/Pages/copyright.aspx>

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<sup>1</sup> <http://filestore.yprl.vic.gov.au/policies/YPRL-Copyright-Regulations.pdf>