



# Copyright Policy

<b>Status:</b>	Current	<b>Supersedes:</b> All previous Rockhampton Girls Grammar School copyright policies
<b>Authorised by:</b>	Girls Grammar Executive	<b>Date of Authorisation:</b> December 2022
<b>References:</b>	<ul style="list-style-type: none"><li>• <i>Copyright Act 1968 (Cth)</i></li><li>• <i>Copyright Regulations 2017 (Cth)</i></li><li>• <i>ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY (RGGS-024-POL)</i></li></ul>	
<b>Review Date:</b>	This policy will be reviewed every two (2) years, or as appropriate, to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	<b>Next Review Date:</b> December 2024
<b>Policy Owner:</b>	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School  CRICOS Provider No: 00508E	<b>Access:</b> S:\All Staff - Policies Procedures and Forms\LEARNING AND TEACHING DOCUMENTS\POLICIES & PROCEDURES



## Table of Contents

<b>1. PURPOSE OF THE POLICY</b> .....	3
<b>2. POLICY STATEMENT</b> .....	3
<b>2.1. Preventing Infringements</b> .....	3
<b>2.2. Employee and Volunteer Copyright</b> .....	3
<b>2.3. Student Copyright</b> .....	3
<b>3. DEFINITIONS</b> .....	4
<b>Artistic Works</b> .....	4
<b>Broadcasts</b> .....	4
<b>Dramatic Works</b> .....	4
<b>Literary Works</b> .....	4
<b>Musical Works</b> .....	4
<b>Published Editions</b> .....	4
<b>Sound Recordings</b> .....	4
<b>4. RESPONSIBILITIES</b> .....	4
<b>School Responsibilities</b> .....	4
<b>Student and Employee Responsibilities</b> .....	4
<b>5. IMPLEMENTATION</b> .....	5
<b>6. COMPLIANCE AND MONITORING</b> .....	5



## 1. PURPOSE OF THE POLICY

The purpose of this policy is to recognise and protect the rights of copyright owners. This policy applies to all 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.

## 2. POLICY STATEMENT

Rockhampton Girls Grammar School is committed to:

- Recognising and protecting the rights of copyright owners by complying with the restrictions on reproducing or communicating copyright materials as laid down in the *Copyright Act 1968 (Cth)*.
- Informing students and employees of their rights and responsibilities under legislation and the various licencing arrangements of the school so that they may make full legal use of the materials available to them.
- The fair regulation and management of copyright materials created at the school by employees, volunteers, researchers and students. All conversations should relate to the career/professional development of the student –personal information or topics should not be discussed.

### 2.1. Preventing Infringements

In accordance with the *Copyright Act 1968*, Rockhampton Girls Grammar School will take the following actions to prevent infringements of copyright:

- use free for education material and free for education uses content whenever possible
- arrange a direct licence for relevant material whenever appropriate
- seek access to appropriate licence arrangements for relevant material through Independent Schools Queensland
- undertake all other reproduction and communication of copyright material in accordance with the Fair Dealing provisions of the *Copyright Act 1968*
- attribute moral rights whenever appropriate.

### 2.2. Employee and Volunteer Copyright

In relation to copyright created by Rockhampton Girls Grammar School employees and volunteers, including people undertaking work experience, vocational placement and researchers:

- Rockhampton Girls Grammar School 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 and volunteer creates 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 copyright.

### 2.3. Student Copyright

In relation to copyright created by Rockhampton Girls Grammar School 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 Rockhampton Girls Grammar School.
- Whilst a student's work may be used within Rockhampton Girls Grammar School for educational purposes, permission will be gained from the student and/or parent for any further use of the work.



### 3. DEFINITIONS

**Artistic Works** - Artistic Works include paintings, photos, drawings, maps, cartoons, diagrams, moulds or casts for sculptures, buildings or models of buildings.

**Broadcasts** - Broadcast includes free to air and scheduled subscription radio and television broadcasts.

**Dramatic Works** - Dramatic works include plays, screenplays, mime and choreography.

**Literary Works** - 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. Note computer software is not covered by the Statutory Text and Artistic Work Licence.

**Musical Works** - Musical works means the underlying musical score of a song, including the melodies and lyrics. It includes all types of music such as song music, pop songs, advertising jingles and film scores.

**Published Editions** - Published Editions means the typesetting, layout and look of a publication.

**Sound Recordings** - Sound Recordings are recorded versions of musical works. Examples include Apple or Spotify tracks, MP3 files, vinyl, CDs, audio cassettes, reel to reel tapes and any other method for storing sounds.

### 4. RESPONSIBILITIES

#### School Responsibilities

Rockhampton Girls Grammar School acknowledges its responsibility to undertake appropriate licencing arrangements to prevent copyright infringements by Rockhampton Girls Grammar School's students and employees, including attributing moral rights whenever relevant.

Furthermore, Rockhampton Girls Grammar School also recognises its obligation to undertake the following steps to prevent copyright infringements:

- develop and implement a Copyright Policy and related Procedures
- educate and train employees
- keep appropriate records, monitoring and reporting on copyright license issues
- encourage students and employees to contribute to a copyright-compliant school culture.

#### Student and Employee Responsibilities

All students and employees at Rockhampton Girls Grammar School must uphold the school's policy and related Procedures on copyright as follows:

- All students and employees 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 Rockhampton Girls Grammar School Acceptable Use of Technology and Social Media 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 of study. Students should consult



the guidelines on the Smart Copying website <https://smartcopying.edu.au/> or speak to relevant employees to gain a better understanding of the amount and uses considered to be 'fair'.

- If a student or an employee believes that copyright infringing behaviour is occurring in the school, they should report it to the Principal.

## 5. IMPLEMENTATION

In order to assist compliance with this policy, the school has a variety of Copyright notices and forms which are placed in the library, near copying machines and in appropriate departments such as the Music and IT Departments as a reminder of what constitutes fair dealing with regard to reproduction of copyrighted works.

All members of staff and students should refer queries to the School Librarian 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.

## 6. COMPLIANCE AND MONITORING

- The Business Manager keeps a record of direct licences and licences facilitated by ISQ.
- If an individual is found to breach copyright law they will be liable for the damages and penalties.