

Copyright Policy

Purpose

Copyright protects the rights of copyright owners of creative and intellectual works such as text, music, film, artistic works, computer programs and sound recordings. Copyright law is contained in the Copyright Act of 1968 and in Australia copyright protection is automatically granted to the creators of works without registration. A work is protected as soon as it is put into material form.

Bethania Lutheran School is committed to upholding the law of copyright in all of its aspects.

General Guidelines for Educational Institutions

The Copyright Act sets out two licences that govern the copying and communication of copyright works by schools. In addition, educational institutions can enter into voluntary licences with the various collecting societies, who collect royalties on behalf of their copyright owner members.

Text and Artistic Works Licence

The Text and Artistic Works Licence (also known as Part VB of the Copyright Act) allows photocopying and electronic copying and communication of text and artistic works by schools for educational use including:

- Photocopying text or images
- Scanning hardcopy text or images into a digital format
- Emailing a digital version of text or images to students
- Putting a digital version of text or images on to a school or TAFE intranet
- The playing of audiovisual materials for educational purposes
- Digitally photographing hardcopy text or images.

In general, a school can copy or communicate:

- Up to 10% of a work
- One article from a journal (or more when on related topics)
- The whole of a work that has not been separately published or is not commercially available within a reasonable time at an ordinary commercial price.

The Text and Artistic Works Licence is administered by the Copyright Agency Limited (CAL).

Broadcast Licence

The Broadcast Licence (also known as Part VA of the Copyright Act) allows the electronic copying and communication of off-air radio and television broadcasts for educational purposes, including:

- Putting a digital copy of a program on to a network (for example, a school intranet)
- Emailing a digital copy to students
- Copying and communicating a free-to-air broadcast made available by the broadcaster over the Internet (for example, a webcast or podcast)

There are no copying limits under the Broadcast Licence. The licence is administered by Screenrights.

Music Licences

The copying and/or performance of music is also protected under the Copyright Act. Performance or reproduction of music not in the public domain can only be done under special licence. Schools have entered into sector-wide licences with the music collecting societies, Australasian Mechanical Copyright Owners Society (AMCOS), Australasian Performing Right Association (APRA) Christian Copyright Licensing International (CCLI) and the Australian Record Industry Association (ARIA). These licences permit schools to use music at school for a range of activities including worship.

These guidelines taken from MCEETYA (2008), 'Smart Copying' Accessed 25/5/2010, <<http://www.smartcopying.edu.au/scw/go/pid/1>>

Administration Responsibilities

In order to comply with copyright law the administrative staff team of Bethania Lutheran School will undertake to:

- Ensure that at least one member of the administration team attends copyright training periodically to keep up to date with changes to copyright law
- Direct and monitor the placement of copyright notices on copying equipment around the school
- Conduct copyright information sessions for all staff on a yearly basis
- Monitor staff activities for copyright breaches and should they become aware of a breach, counsel staff appropriately.

Staff Responsibilities

In order to comply with copyright law the staff of Bethania Lutheran School will undertake to:

- Attend copyright information sessions
- Maintain an awareness of their own personal responsibilities in regard to copyright
- Maintain an awareness of copyright restrictions as pertaining to an educational institution
- Endeavour to comply with copyright restrictions at all times by not copying, disseminating, performing or reproducing works protected by copyright except as is allowed by the Copyright Act 1968
- Never request or direct another employee to copy, disseminate or reproduce a work that is protected by copyright except as is allowed by the Copyright Act 1968
- Not remove or cover copyright notices placed on copying equipment around the school
- Encourage students to understand the importance of copyright by demonstrating referencing and bibliography skills