



St. Joseph's Catholic School, Grey Lynn

Established 1884

POLICY: COPYRIGHT

PURPOSE

- 1) Schools are governed by *The Copyright Act 1994* with respect to the use of musical scores, videos, books, films and other copyright materials. Compliance is essential.
- 2) The St Joseph's Board of Trustees will put in place copyright procedures which are compliant with current New Zealand Legislation.

GUIDELINES

- 1) Under Section 44 to 49 of the Copyright Act, schools are permitted to copy and use copyrighted material for educational purposes on the following basis:
- 2) In the case of literary, dramatic, musical or artistic work
 - a. Where only a SINGLE copy is made, the whole or part of a work may be copied for instructional purposes.
 - b. Where MULTIPLE copies are made, only the greater 3% or 3 pages may be copied, provided that if the work is 3 pages or less, only up to 50% of the work may be copied. Further, under this scenario, the work may not be copied again within 14 days.
 - c. Where a MANUAL copy or copies is/are made of the whole or part of a work there are no restrictions for instructional use by the school.
- 3) Copies may be made of films, sound recordings, broadcast, or cable programming (including TV), where the copy is used for instruction on either how to make films or a sound track, or on the learning of a language, and where no charge is made for the copy.
- 4) In the case of performing, playing or showing work, films, sound recordings, broadcast, or cable programming, this must be done before an audience consisting of student or staff members at the school for the purpose of instruction. Note that this audience does not include parents.
- 5) The school may record or copy a broadcast or cable programme for the school's educational purposes providing the item is not known by the school to be available under a licensing scheme.
- 6) Copyright must not be infringed by anything done for the purposes of an examination.
- 7) For any play or musical score to be used for parent or public performance, permission must have been gained from the person holding performing rights.
- 8) National Film Library films and videos are automatically useable as they are covered by a blanket waiver.
- 9) The school will take out an annual Copyright License with Copyright Licensing Ltd to cover use of material in addition to use allowed within the legislation.
- 10) These procedures have been written in conjunction with the Special Character Policy.

APPENDIX E



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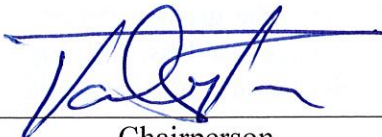
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MARCH Review (Even Year)

COMMENTS (select from): Approved / Ratified / to be amended / to be rewritten

Year	Comment	Action	Signed
2018		updated	RUSmg 5-12-18
2020			
2022			
2024			

This policy will be reviewed according to the Board's Effectiveness Review Programme



Chairperson

15/12/18

Date