



COPYRIGHT POLICY

Rationale: Staff and students of the school must be aware of their rights and obligations regarding copyright of creative material.

Guidelines:

A. Copyright owned by outside entities:

1. The school will ensure that all teachers and assistants are aware of the rights of owners of copyright.
2. The school will arrange for licences to cover the use of music, text, video and software.
3. The school will pay for licences on a “fee per pupil” basis to enable it to operate within the Copyright Act 1994.
4. The school will ensure that all teachers and assistants
 - a) are made aware of the conditions of the licences; and
 - b) comply with these conditions
5. The coverage of licences will be set out in the Copyright Procedures.

B. Copyright owned by the Board of Trustees

6. The copyright of work created by teachers as part of their employment is retained by the Board of Trustees e.g. teaching resources, tests, administrative documents.
7. In general, the Board of Trustees permits teachers to share resources with other teachers, within and outside of the school, unless it expressly withdraws this permission in relation to specific items. This is set out explicitly and in more detail in the Creative Commons Policy.

C. Copyright owned by Students

8. Students own the copyright of their work created while at school.
9. The school will seek parents’ permission, via a signed form at enrolment, to display their students’ work as an acknowledgement and celebration of their success and achievement. This display may be physical or via websites.
10. Students’ work may be retained by the school as part of its moderation requirements for NCEA, or be sent away to NZQA for moderation purposes.

Approval:

Ratified by the Board of Trustees on 23 March, 2015

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)