



Related Policies

SFX Academic Integrity Policy

Purpose

This policy is intended to provide advice on copyright licence requirements for St Francis Xavier College. This will ensure copyright legislation is followed and staff and students are protected.

Policy

Copyright licence fees are paid by Catholic Education Archdiocese of Canberra & Goulburn (CECG), on behalf of schools to copyright licence owners to allow the reproduction of copyright works within licence limitations.

Catholic Education administers copyright license agreements with seven agencies for schools in the Archdiocese:

- Print and digital information - C.A.L. Copyright Agency Ltd.
- Print Music - Australasian Mechanical Copyright Owners Society.
- Music Recording - A.R.I.A. Australian Record Industry Association.
- Small performances - A.P.R.A. Australian Performing Right Association.
- Broadcast copying - Screen rights Australia.
- Roadshow – Schools Co-Curricular Licence.
- National Education Access License Scheme (NEALS) Copyright Agreement for Schools.

All the agreements permit the copying, broadcasting and performance of specified amounts of published materials for educational purposes by staff and students at the College.

On 4 March 2001, a series of Digital Agenda amendments to the Copyright Act came into force. These amendments provide for schools to make limited electronic reproductions or copies and communicate them, subject to certain restrictions and additional remuneration.

The College will put processes and procedures in place that will ensure the requirements of these licences are met.

Definitions

Copyright is the ownership of ‘intellectual property’ by the creators of the original material. Owners of copyright material are entitled to the protection of their property by the Copyright Act 1968 and are to be compensated for the use of their property by other persons.

Copyright on a created work exists automatically upon its creation and is held by the creator of the work. Copyright in a piece of work does not need to be applied for by the author/creator.

Copyright applies to all physical and electronic works in whatever formats they are produced. These formats include books, magazines, newspapers, photographs, films, compact discs, music scores and sound recordings, artistic and theatrical works, computer software programs. In addition, copyright applies to digital information broadcast on the internet including websites, eBooks, images, sound and video recordings.



Procedures

1. Copyright Licence Requirements

The various copyright licences give students and staff of St Francis Xavier College the right to copy materials as specified under Section 53B of the Copyright Act.

Guidelines for copying must be strictly observed and are summarised in publications listed in the References Section of this policy.

Copyright notices must be displayed near photocopiers, computers, scanners, media rooms, video/DVD recorders and media communicated to other persons.

St Francis Xavier College has placed *copyright notices where digital and copying equipment* is located and has informed staff and students of copyright conditions. Staff have been given access to and are encouraged to become familiar with the *Copyright for Teacher's guide*.

Whenever an electronic copy of a work (i.e., literary, dramatic, musical or artistic work) is made, and whenever a copy of a work is communicated electronically, the copy or communication must be accompanied by a notice stating that:

- a) the copy or communication is being made under Part V of the *Copyright Act*;
- b) any work or other subject matter contained in the copy or communication might be subject to copyright protection under the *Copyright Act*; and
- c) in the case of a communication, the work must not be communicated to anyone else.

If staff of St Francis Xavier College allow other schools and education authorities to copy and communicate SFX College documents in both hard copy and digital form, for a not for profit educational use, the documents must have the NEALS agreement logo added to the bottom of the document. The NEALS logo is available from the Smart copying website (see References).

Questions related to copyright should be directed to a teacher librarian in the St Francis Xavier College Resource Centre.

2. Consequences of Breach of Copyright

St Francis Xavier College does not endorse copying practices that are in breach of copyright laws. The College Executive is aware that the College may be prosecuted by copyright owners if the College is found to be in breach of copyright laws. Saint Francis Xavier staff members are aware that they also may be prosecuted if they are individually found to be in breach of copyright laws.

Forms

References

- The Copyright Act 1968, with digital amendments (2001)
- Copyright Amendment (Disability Access and Other Measures) Act 2017
- The National Copyright Guidelines for Schools
- APRA/AMOCS. 2012. Music Copyright Guide for Schools: Guide to the AMCOS, AMCOS/ARIA & APRA School Licenses.
- NSW Catholic Education Commission (Web Site) *Copyright for Schools*
- Australian Copyright Council.
- The Copyright Amendment (Disability Access and other measures) Act 2017
- The SFX Copyright Guidelines for Teachers



Information

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