

Ratified by B.O.T. Date: August 2017

Review Date: August 2020

Signed Chairman:

POLICY TITLE: Copyright

POLICY NUMBER: 7 NAG'S REF: 6

PURPOSE:

To provide a means of maintaining copyright.

GUIDELINES / OBJECTIVES:

Where material covered by copyright is to be copied the following requirements shall apply: (section relate to the Copyright Act 1993)

Section 43

Students can do their own photocopying if they are 'fair dealing' i.e. the purpose is to assist their own research / private study. (Section 43)

Section 44

That responsibility for copying rests with the teacher who intends using the material in an acknowledged course of instruction.

That where copied material is to be used there must be 'no charge' made to the student i.e. no form of "on selling" by the teacher/school is legal (claim back as a 'donation?').

That where multiple copies are being taken the following length limitations apply.

The greater of "no more than 3% of the whole work or no more than three pages of the work". With this additional and limitation in mind if the page and limitation covers the whole work, no more than 50% may be copied.

Also any particular work has been copied this work may not be copied from or again by the teacher concerned for a period of 14 days.

Section 45

With audio tapes there is considerable latitude in the realm of language teaching or instruction by correspondence courses.

Similarly, off air recordings for education / teaching purposes remain permitted.

Section 46

With anthologies the Act does not authorise the copying of more than two passages from copyright, from the same author in collections published by the same publisher over a period of five years.

Section 47

Performing, playing or showing work in the course of activities of an educational establishment is permitted and copyright would not have to be paid if the audience is fellow students and staff. However, if parents come in to be part of the audience a copyright fee does have to be paid.

Section 48

It is specific that recordings in any form made for a specific institution may not be made available to any other group or institution.

Section 49

Copyright is not infringed by anything done for the purposes of an examination by way of setting the questions, communicating the questions to the candidates or answering the questions.

It is important for teachers to acknowledge the source of any copied material on the copy they have made.