



MICHAEL PARK SCHOOL AND KINDERGARTEN POLICY

COPYRIGHT

Rationale

The school is to comply with the Copyright Act 1994 with respect to:

- the rights of owners of third party material used in teaching,
- the rights of students in all material they create in and for school,
- the rights teachers have in material they created prior to being employed at the school and in material created while employed at the school.
- The use of musical scores, videos, books, films and other materials protected by copyright.

Purpose

- The school will fully comply with New Zealand copyright legislation including sections relating to educational and library use.

Guidelines

1. The school will purchase appropriate corporate licences and permissions where its use of copyright material exceeds that permitted under the Act and the school will comply with the terms of these licences/permissions.
2. All staff including ancillary staff are to be informed of sections of copyright legislation that apply to educational institutions and of the conditions of any copyright license that the school subscribes to.
3. While acknowledging that the school cannot control all actions of its students, the school will endeavour to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.
4. The school will set up copyright procedures within the school to facilitate compliance with this policy, including training and education of staff, and the appointment of a member of the board of trustees and a staff member who are responsible for copyright.
5. Individual staff members will be personally liable for any breaches of the Copyright Act.
6. The school will require all students and guardians to sign that the student will be responsible for any copyright breach of the student.
7. The school accepts no liability that may result from breaches of the Copyright Act by either staff or students.

Copyright Act 1994, Official Information Act 1982, Privacy Act 1993.

Ratified by Board/RSST:

Signed for BOT/RSST

Date: 30/10/2017