

## **POLICY FOR COPYRIGHT**

### **Rationale**

The school is to comply with the Copyright Act with respect to the use of musical scores, videos, books, films and other materials protected by Copyright.

### **Purposes**

To ensure the school complies with the Copyright Act 1994.

### **Guidelines**

- All staff including ancillary staff are to be informed of sections of the Copyright Act as they apply to educational institutions and of the conditions of any copyright license that the school subscribes to.
- Annually the school will take out such Copyright licenses as it sees fit and will comply with the conditions described in these licenses.
- Individual staff members will be personally liable for any breaches of the Copyright Act if the school policy is not followed .

### **Conclusion**

All staff involved in duplicating, photocopying and the like will be made fully aware of the implications of this policy on a yearly basis. This school will establish sound practises to fulfill the terms of the Copyright License.