

# **ST EUPHEMIA COLLEGE**

**K-12**



**COPYRIGHT**

**POLICY**

**2014**

## **1. Policy Statement**

The purpose of this Policy is to outline the procedures for copying of print and digital materials for educational use at St Euphemia College.

## **2. Applicability**

This Policy applies to all staff, students, Board members and associated groups of St Euphemia College.

## **3. Context/Rationale**

The purpose of this Policy is to ensure that the St Euphemia College staff and other personnel adhere to Australian legislative requirements relating to copyright materials.

The College encourages its staff to enrich the learning programs by making proper use of supplementary materials. In this context, it is the responsibility of the staff to abide by this Policy.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Authority***

The Principal/Delegated Authority is expected to:

- ensure that staff are informed of the current copyright issues and amendments
- ensure that students and staff comply with the copyright regulations
- deal with any reported infringements.

### ***Responsibility of Staff***

The Staff is expected to:

- be aware of copyright regulations
- check with the Principal/Delegated Authority if unsure of copyright requirements
- to comply with the requirements of the Copyright Policy.

### ***Responsibility of Students***

The Students are expected to:

- be aware and comply with the copyright regulations.

## **5. Monitoring, Evaluation and Reporting Requirements**

St Euphemia College seeks to ensure that its staff and students are informed and comply with copyright regulations.

The College subscribes to the agreement arranged via The Association of Independent Schools with the Copyright Agency Limited (CAL).

In no circumstances shall it be necessary for staff and students to violate copyright requirements in order to perform their duties properly. Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the School's procedures or is permissible under the law should refer to the St Euphemia College *Copyright Procedures* document.

In the case of an incident, the Principal/Delegated Authority will ensure that appropriate procedures are implemented at the time and in the period following the incident.

## **6. Policy Review**

The Principal/Delegated Authority will review the St Euphemia Copyright Policy as required.