

# Long Bay Primary School

## Copyright Policy

NAG 6



### Rationale

The Board of Trustees is responsible to ensure the Copyright Act 1994 and copyright legislation is complied with at Long Bay Primary School.

### Guidelines

- 1 Long Bay Primary School will respect all copyright rights including:
  - 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, and while being employed at the school.
- 2 The school will comply with New Zealand copyright legislation including sections relating to educational and library use.
- 3 The school will purchase appropriate copyright licences where its use of copyright material exceeds that permitted under the Act and the school will comply with the terms of these licences.
- 4 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.
- 5 The school will set up copyright procedures within the school to facilitate compliance with this policy, including training and education of staff. Copies of the purchased copyright licences will be displayed in the teachers resource rooms. Procedure document to be updated when the policy is updated.

### Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

<b>DATE:</b> 2016 <b>Next Review:</b> 2019	<b>APPROVED BY:</b>	
	<b>PRINCIPAL</b> <i>[Signature]</i> Acting	<b>CHAIRPERSON</b> <i>[Signature]</i>

*L. Boulton*  
Principal