



Rationale:

The school is required to comply with legislation regarding use of music, videos, books, films and other copyright materials.

Purpose:

To establish copyright compliance procedures.

Scope:

This policy applies to all staff.

Guidelines:

1. Under section 44 of the Copyright Act 1994, schools are permitted to copy and use copyrighted material for educational purposes to long as:
 - a. A reasonable proportion of the work is copied and in any case no more than 3% or 3 pages. (If a leader, poem or article, only 50% of the work)
 - b. No more than one copy per student in the class is produced
 - c. No charge is made to recover the cost of such copying
 - d. The same or any other part of the work is not copied within 14 days
 - e. It is used only for instruction
 - f. It is used for performance so long as the audience is limited to students and teachers and does not include parents
 - g. Any part or musical score for parent or public performance first has permission from the person holding performing rights
2. National Film Library films and videos are automatically useable as a waiver covers them.
3. No commercially hired videos, taped videos or TV programmes are to be shown.
4. Any staff member knowingly showing videos outside of the terms of the Films Act 1993 or otherwise failing to comply with the Act as defined in this policy may be liable to a fine to a maximum of \$15,000.

[Formulated by: NZPF & Copyright Licensing Information and reproduced with some amendments.]

References or Sources:

1. Copyright Act 1994
2. Films, Video and Publications Classification Act 1993

Review details:

Review Date	Reviewed by
Oct 2017	SMK
Review cycle: 3 years	Due date for Review: Oct 2020

Management Contact:

Executive Officer