



Miller Avenue School

"Creating brighter futures together"

Miller Avenue School copyright procedure 2020

The 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 being employed at the school and in material created while employed at the school.

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

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.

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.

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 board of trustee's member and staff member responsible for copyright.

Guidelines:

Print(able) items	Copyright Act	Copyright Licensing Ltd / PMCA
Photocopiable/reproducible-type books e.g. maths worksheets, poems	Expressly allowed by publisher in copyright notice in book; multiple copies/pages OK.	N/A
Books; newspaper, magazine & journal articles	OK to make one copy of part or the whole of a work on any one occasion, for educational purposes (some conditions apply) OR:	Same as per Copyright Act
	OK to make multiple photocopies but restricted to 3% / 3 pages / 50% (for "small" works e.g. part of a poem within an anthology) BUT no repeat copying within 14 days	Multiple photocopies OK, with restriction extended to 10% / 15 pages / 50%. Repeat copying OK within 14 days BUT not by same teacher for same class
Websites - text and images	Treat as subject to copyright unless owner says otherwise. SO: staff and	Not covered

	students should check copyright when printing/copy & pasting/storing/republishing info from the web, and be aware of issues like citation, authorised access to stored data i.e. within school only	
Newspapers	See above	Covered by PMCA licensing
EPIC resources via TKI e.g. Encyclopaedia Britannica Online, Australia & New Zealand Reference Centre (full-text of newspaper articles)	EPIC contract allows 1 copy per "authorised user" i.e. student/staff member, for personal or educational use.	Not covered

Film	Copyright Act	Screen rights
Films on video/DVD - showing	OK for educational purposes only. May be shown to students, staff and BOT members BUT not if parents/whanau attending e.g. I believe the Supporters Club movie night infringes copyright.	Not covered. "Non-theatrical exhibition" hire age of items available from 2 (Australian) distributors.
Films on video/DVD - copying pre-recorded items	Not permitted (unless for the purposes of teaching film-making). BUT school could make and use a backup disk (and store the original) since these items are susceptible to damage	Not covered
Radio/TV screenings	OK if live, but not OK to play pre-recorded shows without licensing agreement.	Provides licence to record in any format, for educational purposes (not public screening i.e. not to parents).

Music & sound recordings	Copyright Act	APRA
Music - performance	OK within school only i.e. to staff and other students, also BOT. Need a licence to perform for wider audience (parents etc).	Provides licence - separate to recording licence
Sheet music & lyrics - copying/printing	Not OK without licensing agreement.	Provides licence - separate to recording licence
Music - making recordings	Not OK without licensing agreement.	Provides licence - separate to print/copy/performance licence
Sound recordings, including for e.g. songs (commercially) available on the internet - playing pre-recorded items	OK for educational purposes only.	Not covered
Sound recordings, including for e.g. songs (commercially) available	Not OK unless used for language-learning, or with permission.	Not covered

on the internet - storing/copying/remixing		
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Related Documents

- [TKI copyright info for schools](#)
- [NZ School Trustees Assn copyright One-stop Shop](#)
- [Copyright Licencing Ltd](#)
- [PMCA \(newspaper copy licencing\)](#)
- [Copyright \(New Technologies\) Amendment Act 2008](#)
- [Copyright Act 1994 No 143 \(as at 01 December 2008\)](#)

[Questions and answers on copyright for librarians](#) (2008). By Tony Millett, via LIANZA website.

Ratified: November 2020

Review: November 2022