

# TALBOT PRIMARY SCHOOL

## SOFTWARE LICENSING AND COPYRIGHT POLICY

“Victorian government schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school’s Child Safety Policy is available on the school’s website or at the school office upon request.”

### **Rationale:**

- Copyright law protects and provides rights to authors for their work. It is essential that the school does not engage in unlawful activity that infringes upon the Copyright Act, thereby denying authors rights to which they are entitled.

### **Aims:**

- To ensure that members of the school or school assets are not engaged in activities that contravene the Copyright Act.

### **Implementation:**

- Copyright law is complex, highly specific and ever changing.
- Copyright laws apply to a wide variety of resources commonly used in schools including printed materials, sound recordings, videos, computer software and Internet websites.
- The school will comply with all copyright laws and staff need to refer to copyright guidelines for Victorian Government schools 4<sup>th</sup> Jan 2008.  
<http://www.education.vic.gov.au/documents/school/principals/management/copyrightguidesch.pdf>
- The Department of Education and Training and its schools have agreements with a number of agencies and societies, and rights within the Copyright Act itself, allowing limited rights relating to copying and copyright.
- These licences or agreements do not however allow schools to simply copy resources without restrictions or limitations.
- Records of copies will be kept as required.
- Staff will be provided with information relating to copyright as provided by the Department of Education and Training.
- In general, public viewing of hired videos, the showing of films or videos for entertainment, photocopies of more than 10% of a print publication, or the copying or caching of websites are all likely to contravene copyright laws.
- If in doubt, the staff member must refer the matter to the Principal for clarification before proceeding.

- In general, copyright of material created by an employee of the Department of Education and Training in the course of his/her normal duties is owned by the Department.
- Computer software will be generally restricted to DET software or Microsoft Agreement products.

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....	2017	
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*Principal's signature:* \_\_\_\_\_

*School Council President's signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_