

Hauraki Primary School

Policy Document

Copyright

Rationale:

Hauraki School and its students and staff must be respectful and responsible users of copyright works.

Purpose:

To ensure that the students and staff of Hauraki School:

- understand copyright;
- respect the rights of others; and
- comply with copyright legislation.

Guidelines:

1. The Copyright Act 1994 ("the Act") grants authors and copyright owners the exclusive right to do certain restricted acts in relation to their copyright works.
2. Hauraki School and its students and staff 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; and
 - The rights of staff in material they created prior to being employed at the school or while employed at the school.
3. Hauraki School and its students and staff will comply with New Zealand copyright legislation, including the provisions of the Act relating to educational and library use of copyright works.
4. Hauraki School will purchase appropriate copyright licences, where its use of copyright materials exceeds that permitted under the Act, and will comply with the terms of the licences.
5. Hauraki School will endeavour to educate students on copyright use, including referencing, approved copying and proper use of electronic material and downloadable music. The school acknowledges however that it cannot control all actions of its students.
6. Hauraki 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 staff member and/or Board of Trustees member responsible for copyright.

Signed: _____

L. Malle

Date: _____

2.3.15

Chairperson Board of Trustees

Review Date: _____

Term 1, 2018.