

# Pembroke School (Oamaru)

## Copyright and Licences Policy

This school is governed by Law with respect to the use of musical scores, videos, books, films and other copyright materials. Compliance is essential.

### PURPOSE:

To put in place copyright procedures which are fully compliant to Law.

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 can not 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 trustees member and staff member responsible for copyright. (See delegations policy)

### Guidelines/Procedures

As part of the staff ICT agreement, staff will acknowledge they have familiarised themselves with the information surrounding copyright on the MOE website

<https://www.tki.org.nz/Copyright-in-schools/Guidelines-for-schools/For-teachers-and-contractors>

The Principal will draw this to the attention of staff annually

Teachers will ensure they follow good practice in regard to copyright guidelines and use of material as described in the above website.

At this stage the BOT have decided that Pembroke School does not require the purchase of any extra copyright licences. Staff will be made aware of any subsequent purchases.

Staff will request from the Board the purchases of required licences if they feel they need to as part of their work.

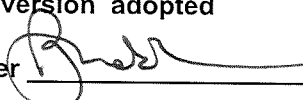
Board members will be encouraged to also visit this site

### Effectiveness Self-Review

- 1 This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
- 2 The review will be conducted in the form of a **board and staff** survey, using the objectives and guidelines/procedures listed above as the criteria for determining effectiveness of the policy in action. Staff will sign to indicate they are aware of the policy and will meet the requirements of the policy.

September 2022 version adopted

Presiding Member

 Principal

Date 19/09/2022