



COPYRIGHT PROCEDURES

RATIONALE

The school is to comply with the Copyright Act (1994) with respect to the use of musical scores, videos, books, films and other materials protected by copyright.

GUIDELINES

1. All staff, including ancillary staff are to be informed of sections of the Copyright Act as they apply to educational institutions and of the conditions of any copyright licence that the school subscribes to.
2. The school will take out such licences as it sees fit and will comply with the conditions described in these licences.
3. Individual staff members will be personally liable for any breaches of the Copyright Act.
4. Beside all photocopiers, classrooms and storage areas near where recording devices are stored, general provisions of the Act as they relate to educational institutions will be displayed.
5. Breaches of this policy may cause the staff member (or student) to be subject to school's disciplinary procedures.

The school accepts no liability that may result from breaches of the Copyright Act by either staff or students.

Reviewed June 2014