

# TIRIMOANA SCHOOL

## COPYRIGHT AND LICENCES POLICY

### RATIONALE:

The school is governed by Law with respect to the use of musical scores, DVDs, films, computer software and other copyright materials. Compliance is essential.

### OBJECTIVE:

To put in place copyright procedures which are fully in compliance with the Law.

### GUIDELINES:

1. 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.
  
2. The school will comply with New Zealand copyright legislation under section 44 relating to educational and library use:
  - a. A reasonable proportion of the work is copied, to a maximum of 3% or 3 pages (If a reader, poem or article, only 50% of the work).
  - b. No more than one copy per person in class is produced.
  - c. No charge is made to recover the cost of such copying.
  - d. The same or any other part of the work is not copied within 14 days.
  - e. It is used for performance so long as the audience is limited to pupils, teachers and does not include parents.
  - f. Any part or musical score for parent or public performance first has permission from the person holding performing rights.
  
3. 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.
  
4. The school may show a hired or purchased film/DVD for instructional purposes only ensuring they comply with the censorship ratings, provided the audience consists only of teachers, students and others directly associated with the activities of the school.
  
5. 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.

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