



Kaitiaki Kindergartens

Operational Policies

6.02 Copyright Policy

Classification: Teaching and Learning

Date: August 2020

Applies to: All Staff

Review Date: August 2023

Approved by: General Manager

Purpose:

- To clarify the requirements of the Copyright Act 1994 in the use of the materials covered by the Act for all staff members of Kaitiaki Kindergartens.

References:

- Copyright Act 1994 (Reprinted as at 1 January 2018)

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - Kindergartens and Early Learning Centres – are referred to as services
 - Copyright Act 1994 – is referred to as the Copyright Act
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Policy

1. All teachers of The Association must observe the requirements of the Copyright Act.

Procedures

The Association is the holder of a copyright reprography licence. All employees and others associated with The Association must observe the requirements of the Copyright Act in the use of materials covered by the Act. Any person who fails to observe these requirements will be liable for any costs incurred through prosecution for misuse of copyright material.

Advice should be sought from the Finance Manager or Professional Practice Leader if in doubt about possible copyright infringement.



Kaitiaki Kindergartens

Books and Journals

A Copyright Licensing Ltd (CLL) licence allows for multiple photocopying of extracts from books, periodicals and journals for educational instruction, or for any other purpose authorised under the licence, as follows:

- Up to 10% or one chapter of a work, whichever is larger.
- Up to 15 pages of all or part of a single work in a collection of works even if the work is published separately. (Example: a published compilation of poems, plays or short stories).
- One or part of one article from a periodical publication, or additional articles from the same periodical publication if they are on the same subject.
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- All copies made under the licence must be appropriately acknowledged or marked with the following copyright details and notice:

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Other Media

1. A copy of a broadcast, television or radio programme may be made and used for educational purposes in a service’s programme.
2. This licence does not allow copying from the Internet, newspapers, music or movies.
3. The service may make use of media such as movies etc. as part of their educational programme. In accordance with the Copyright Act 1994 – Section 47 as it is not regarded as a public performance.

The performance of a literary, dramatic, or musical work before an audience consisting of persons who are students or staff members at an educational establishment or are directly connected with the activities of the establishment—

(a) by a student or staff member in the course of the activities of the establishment; or

(b) at the establishment, by any person for the purposes of instruction,—

is not a performance in public for the purposes of section 32(2).



Kaitiaki Kindergartens

Signed:

General Manager

Date:

29/7/21

Endorsed by

Signed:

President of the Board

Date:

29/7/21

