

## Copyright Policy and Procedure

### 1. Rationale

This policy establishes how Ozford complies with the Copyright legislative requirements.

### 2. Scope

This policy and procedure applies to all staff, contractors and students involved with delivery of ELICOS and secondary school courses.

### 3. Policy

3.1 Ozford supports the provisions of the Copyright Act 1968 (Commonwealth), which grants exclusive rights to copyright owners to use copyrighted material, including the right to reproduce or copy, publish, perform, communicate, translate or adapt the material. It is essential that every individual involved in the use of copyrighted material in connection with Ozford complies with copyright law, and that Ozford can demonstrate compliance.

3.2 The use of material created by others is central to Ozford's role as an education provider. Ozford supports and encourages the legitimate use of copyrighted materials to enhance teaching and learning activities.

3.3 Under Part VB of the Copyright Act 1968, members of staff may make copies of copyright print-based and graphic material for the educational purposes of Ozford in compliance with the requirements of the Act; and under Part VA of the Copyright Act 1968, members of staff may make copies of radio, television, satellite and cable transmissions for the educational purposes of Ozford in compliance with the requirements of the Act.

3.4 Ozford does not condone any use of copyrighted materials in breach of copyright laws, and expects all staff and students to comply with copyright laws and all legal restrictions and obligations regarding the use of copyrighted material.

3.5 Breaches of copyright law by Ozford staff and students will be treated seriously as the risks that Ozford faces as a result of non-compliance with copyright are severe.

3.6 Ozford prohibits copying that infringes the rights of copyright owners and no such information may be stored, transmitted or made available on any part of Ozford's network. This includes material transferred via peer-to-peer networks and material illegally copied from other media.

### 4. Definition Of Copyright

'Copyright material' material for which anyone other than Ozford owns the exclusive right under the Copyright Act 1968 to use that material.

### 5. Procedure

5.1 In the student orientation and staff induction process, staff and students are made aware that the ability to forward and distribute electronic messages and attachments risks copyright infringement. Copying material to a hard disk or removable disk and printing or distributing copyright material by electronic means also may give rise to liability.

5.2 Teachers/Trainers may copy for teaching purposes

- One chapter of a book, or 10% of the pages (10% of the words if the work is in electronic form).
- One article from a journal or newspaper (more if the articles are on the same subject matter in a special edition).
- 15 pages from an anthology (for example: a collection of short stories).
- All of an artistic work, for example: a diagram or photo (if the work is illustrating the text you are copying or the work is not available for separate purchase).
- 10% of a sheet music piece or play.

5.3 Teachers/Trainers may make multiple photocopies, email the material to students, place the material online or make up a course pack. A person should always attribute a person's work on the copy.

5.4 Teachers/Trainers may copy for teaching purposes:

- any program or film on TV or radio (including satellite and cable TV).
- any podcasts or digital files which have previously been broadcast.

5.5 Teachers/Trainers may copy this material themselves and may use the material in their class or lecture, put the material on CDs and distribute them to their students, or use them online. Every hard copy distributed must be labelled with copyright details.

5.6 Teachers/Trainers may not copy or put online CDs or a film which they have personally hired or purchased. However, they can use them in class when teaching students as part of the course.

5.7 Just because material on the internet is freely available, does not mean that it may simply be copied. The same limits listed above apply. Teachers/Trainers should also check for any copyright statement on the web site about using material. Some sites allow more generous copying such as those marked: "Creative Commons".

5.8 Staff may copy more than the limits listed above if

- They get written permission from the copyright owner (This could be the writer, the publisher, the Web site owner or the producer of a film.)
- The copyright is owned by Oxford.
- The copyright has expired (Copyright protection generally lasts for 70 years after the death of the author or the date of the first publication/performance, whichever is the latter.)
- A book is out of print and cannot be bought in a reasonable time.

## 6. Feedback

Feedback or comments on this policy and procedure is welcomed by the Executive Management Team.