

5.04**Copyright Policy**

Outcome Statement

The school is to comply with the copyright act with respect to the use of musical scores, videos, books, films and other copyright materials.

Purpose

To ensure the school complies with the copyright act 1994

Copyright Clarification

It is a basic principle of copyright that the expression of an idea in an original work is legally protected by copyright as soon as it becomes 'recorded in material form' (viewable by others).

In other words, write it down, draw, record, or film it, and the original material is automatically protected by copyright. The author does not have to register the work to claim copyright in New Zealand – the act of putting the idea into a fixed format establishes copyright.

Guidelines

- All staff including the relevant support staff are to make themselves aware of the relevant sections of the copyright act as they apply to educational institutions and of the conditions of any copyright licence that the school subscribes to.
- The school will take out such licences as it sees fit and will comply with the conditions described in these licences.
- Individual staff members will be personally liable for any breaches of the copyright act.

Review

This policy will be reviewed in accordance with the Board's regular policy review process.

Ratified by Ruapehu College Board of Trustees

Chairperson: Elijah Pue



Signed: _____ Date: 28.01.21

Date for policy review: August, 2023