WHANGANUI HIGH SCHOOL POLICY
COPYRIGHT & LICENCES

INTRODUCTION	1	Whanganui High School is governed by law with respect to the use of musical scores, videos, books, films and other copyright materials. Compliance is essential.
OBJECTIVES	1	To have in place copyright procedures which are fully compliant to the Law.
GUIDELINES	1	Under the Copyright Act, schools are permitted to copy and use copyrighted material for educational purposes **so long as:** a) For literary, dramatic, or musical work, or the typographical arrangement of a published edition, copying shall be no more than the greater of 3% of the work or edition, or 3 pages of the work or edition, or 50% if the material is less than three pages long. b) Up to 10% or one chapter of a book (whichever is greater, including pictures and graphs). c) 15 pages from books of short stories and poetry. d) Complete magazine and journal articles (one per issue, more if on the same subject). e) Local and overseas newspaper articles (five per issue, from online or hard copy). f) No more than one copy per person in the class is produced. g) No charge is made to a student or other person receiving the copy. h) It is used only for instruction. i) It is used for performance so long as the audience is limited to pupils and teachers and **does not include parents.** j) Any play or musical score for parent or public performance first has permission from the person holding performing rights.
	2	National Film Library films and recorded content are automatically useable as a blanket waiver covers them.
	3	No commercially hired recorded content, recorded television programmes are to be shown in a school.
	4	Copyright restrictions can be reduced through the purchase of special licences. Staff should contact the Principal to ascertain the school's current status in this regard.
EVALUATION	1	The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the school's quality management cycle.

Approved by the Board

Signed Chairperson: J Magee **Date:** 29/11/2021

Signed Principal: Martin McAlla **Date:** 29/11/2021