School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Copyright Procedures

The School Board is accountable for ensuring the school abides by Copyright legislation. The Management Team is responsible for ensuring that all photocopying will not infringe that legislation unless there is a Copyright Licence in place from the New Zealand School Board Association.

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.

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.

In general, the school needs to ask permission of students to reproduce their work while work created by teachers during the course of their employment is owned by the school.

Staff and any other users of the copier will be informed of the copying allowed under this legislation as listed below. This information will also be displayed by the photocopier.

Copying by certain educational institutions (S.44)

Certain educational institutions (such as schools, universities and polytechnics) are allowed to make photocopies from original published works for educational purposes within the following prescribed limits:

- **One copy** of the whole or part of a work may be copied for **instructional purposes**. No more than a **single copy** can be made **on any one occasion** for this purpose.
- Multiple copies of the whole or part of a work may be made where the copying is not by **reprographic** process.
- Multiple copies may be made of up to **3% or 3 pages of a work** (whichever is greater) **as long as** no more than 50% of a work is copied (e.g. no more than half of a poem, short story or newspaper article may be copied). **Artistic works may not be copied under this provision** unless they are copied as part of the literary, dramatic or musical work being copied.
- **No charges** can be made for supplying copies to students.
- **No copying is allowed from the same work within 14 days.**

Within certain limitations, the copying of short passages from published works may be included in compilations of non-copyright material made by educational institutions where they are accompanied by sufficient acknowledgement (S.46). Educational institutions may also use copyright material to set and answer examination questions.

For further information refer to the Copyright Act 1994.

Signed: Anna Noble Tsimaraki

Dated: 11 / 8 /26 Review Date: 10 / 8 /29