

1. Purpose

This document sets out Sunraysia Institute of TAFE's policy requirements in respect of the use, management, copying and communication of copyright material.

2. Scope

This policy applies to staff and students.

3. Policy

- 3.1** The Institute is a party to the current Remuneration Agreement with the Copyright Agency Limited (CAL) as mediated by the VTA.
- 3.2** Consistent with the CAL Agreement, the Institute has defined procedures enabling staff to copy under the Educational Statutory Licence.
- 3.3** All copyright materials created by staff in the course of their employment will be properly and effectively identified in accordance with attribution requirements.
- 3.4** The Institute maintains a register containing details of permissions and licences that have been obtained on its behalf.
- 3.5** The Institute elects not to exercise its rights under the Copyright Act 1968 for controlled copying of broadcasts. The cost of exercising these rights is considered to outweigh the benefits in an educational environment.
- 3.6** In lieu of exercising these rights, the Institute adopts the following principles:
 - 3.6.1. Staff shall not copy or record any broadcast under any circumstances for use at or on behalf of the Institute.
 - 3.6.2. Staff may only access or use a copied or recorded broadcast after receiving formal permission from the Copyright Officer (or delegate).
 - 3.6.3. Staff may stream live broadcasts without requiring formal permission from the Copyright Officer.
- 3.7** Staff and students are responsible for:
 - 3.7.1. Being familiar and compliant with copyright legislation, licensing and agreements through staff and student inductions and staff attendance at periodic staff training sessions
 - 3.7.2. Forwarding requests to use materials not covered by Institute licences and agreements to the Copyright Officer;
 - 3.7.3. Ensuring copyright owners are fully attributed where use is made of their work.
- 3.8** The Institute views any breaches of copyright as extremely serious matters:
 - 3.8.1. If a staff member is found to be in breach of any part of the Copyright Act 1968, they will be held personally liable, and will be reported to the Chief Executive Officer.

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3.8.2. If a student is found to have plagiarised, cheated or colluded, they will be held personally liable, and dealt with under Code of Conduct procedures.

3 Definitions

Acronym/Term	Definition
CAL	Copyright Agency Limited
Institute	Sunraysia Institute of TAFE
VTA	Victorian TAFE Association

4 Legislative Context

- Copyright Act 1968.

5 Associated documents

3.8.3. Associated Policies

- Intellectual Property Policy
- Student Code of Conduct Policy.

3.8.4. Associated Procedures

- Copyright Attribution & Verso Page Procedure
- Copyright Permission Register Procedure
- Student Code of Conduct Procedure
- Use of Broadcasts Procedure.

3.8.5. Associated Forms

- Use of Broadcasts Compliance Certification Form.

3.8.6. Other associated documents

- Nil.

6 Responsibility

The General Manager, Corporate Services is responsible for ensuring compliance with this policy, and its associated procedures and systems.

7 Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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Authorised by: Board

Endorsed by: Governance Committee

Maintained by: General Manager, Corporate Services

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