



## WHANGANUI HIGH SCHOOL POLICY COPYRIGHT & LICENCES

<b>INTRODUCTION</b>	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.
<b>OBJECTIVES</b>	1	To have in place copyright procedures which are fully compliant to the Law.
<b>GUIDELINES</b>	1	Under the Copyright Act, schools are permitted to copy and use copyrighted material for educational purposes <b>so long as:</b> <ol style="list-style-type: none"> <li>a) No more than 3% or three pages, or 50% if the material is less than three pages long.</li> <li>b) No more than one copy per person in the class is produced.</li> <li>c) No charge is made to a student or other person receiving the copy.</li> <li>d) It is used only for instruction.</li> <li>e) It is used for performance so long as the audience is limited to pupils and teachers and <b>does not include parents.</b></li> <li>f) Any play or musical score for parent or public performance first has permission from the person holding performing rights.</li> </ol>
	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.
<b>EVALUATION</b>	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:

Date: 30/7/18

Signed Principal:

Date: 30/7/18