

## Copyright Information

This document will provide some guidance for a number of questions that staff or students may have in relation to copyright in an EDUCATIONAL SETTING.

- Copyright is automatically attributed to a work when an item is created
- All creators have the right to have their work attributed to them
- Copyright ensures creators are paid for their creative effort
- All staff and students must include full bibliographic details for each work/image/music/film they use in any document they make including saving in Google Drive.

FAQ's that relate to Copyright and educational use:

Question	Answer
What is 'educational use'?	<p>Educational use would include:</p> <ul style="list-style-type: none"> <li>● use in the course of education that is not for profit</li> <li>● when the people in the audience or class are giving or receiving instruction or are directly related to the institution</li> <li>● for inclusion in the institution's library collection.</li> <li>● educational use does not cover private music teachers ie private music teachers can not rely on this section of the Copyright Act</li> </ul>
<b>Using text and images, including print music</b>	
How much of a book can I photocopy?	Staff and students can copy 10% or one chapter of a book whichever is the greater; but you must provide the bibliographic details ie the author and title on the photocopy
How much of a magazine can I photocopy?	One article from each issue, however you can copy more than one article if they relate to the same topic in the one issue.
How much of a piece of print music can I copy?	None under the Copyright Act. The Educational Institutions AMCOS licence for music, for which the College pays, allows the Institution to make 5 copies of sheet music purchased but the College but each copy must be marked. Private Music Teachers are not allowed to copy music.
How much of a play can I copy for classes?	10% or 1 Act whichever is the larger. (therefore whole copies of plays must be bought for classes to perform)
Can part of a textbook be copied and made available to students in Google Drive?	<p>Yes if the following conditions apply:</p> <ul style="list-style-type: none"> <li>● only people related to the school have access</li> <li>● the text material must have a notice advising that it has been copied and provide details of the author</li> </ul>

	<ul style="list-style-type: none"> <li>• that the amount does not exceed 10% or 1 chapter</li> <li>• at any one time the institution must insure that not more than 10% of any one book is made available.</li> </ul>
How much of a photo from a newspaper can I copy?	<p>For a hard copy newspaper:</p> <ul style="list-style-type: none"> <li>• only if it has accompanying text</li> <li>• if it is not separately published</li> <li>• if it is not commercially available</li> </ul> <p>For digital newspaper:</p> <ul style="list-style-type: none"> <li>• can always copy</li> </ul> <p>For both you should acknowledge the author.</p>
Can I use copyright material in an exam question?	Yes, as much as is needed for the exam. You may therefore copy sheet music for your exam only. Copies must be destroyed after the exam.
Using sound and screen	
Can I make a copy of a commercial DVD?	You need permission from the publisher to do so. You cannot break the TPM (Technological Protection Measures) If permission is granted, a copy of this must be lodged with the Head of Library Services
Can I transfer a purchased video onto a DVD?	Only if you <b>cannot</b> purchase a copy in the newer format. You must make a note of the fact and then provide this to the Head of Library Services for filing.
Can I show a Youtube video to a class?	Yes, if the following conditions apply: <ul style="list-style-type: none"> <li>• clip has CC rights attached (CC= Creative Commons)</li> <li>• it is a legal version</li> <li>• it is from an official channel ie SBS</li> </ul>
Can I embed online video content into my website or online document? <i>Embed is a special type of link, which allows the film to be shown on your site without having to upload the video onto your site.</i>	Yes, if the clip has embed code - this implies permission to embed into your site. In Youtube the embed code is found when you open the 'share' tab.
Can I use music from my home CD/ipod collection, in a presentation?	Students may use music in a production if it is for school purposes, but if the production will be entered in an outside competition then permission for each piece of music is required.
Can I save a music file into Google Drive?	No, the exemptions to this are: <ul style="list-style-type: none"> <li>• music from a copyright free site - you must still acknowledge where it came from</li> </ul>

	<ul style="list-style-type: none"> <li>• your own composition that you have recorded</li> </ul>
Can a I make a DVD for use in class, using extracts from films?	Yes, this is fair dealing for the purpose of research or study
Can I save an AV file of a film in Google Drive LEGALLY?	<p>Depends:</p> <p>No - if it is a commercially produced DVD, as you are not allowed to change the format to digital.</p> <p>Yes - if it is a digital file and you:</p> <ul style="list-style-type: none"> <li>• link or embed the URL that the film came from (this is what you MUST do for Youtube video)</li> <li>• use an AV file from a Copyright free site</li> <li>• attribute all films to their creators</li> <li>• or, you own the copyright (ie you have made the film yourself)</li> </ul>
Can I save a copyrighted film in Google Drive for assessment?	<p>You may place an extract of a copyrighted film on Google Drive, if :</p> <ul style="list-style-type: none"> <li>• you have attribute where it came from. You can rely on Section 200AB of the Copyright Act for assessment.</li> <li>• the recording is only kept for the duration of the assessment/class and then it is destroyed</li> <li>• you have format shifted - that is, taken a DVD and made it into a digital file, but you must only kept the digital file for the assessment period.</li> </ul>
Digital resources; Internet, Software	
Can I download, use and print copyright work from a website?	Yes, up to 10% of the number of words in the work or website
Can I use images I find on the Internet in my assignment?	Yes if you attribute the creator and if your assignment is only going to be viewed at school. However if you plan to share your work publicly then you need to get copyright permission for each image.
Can I copy software and give it to parents?	No, unless the agreement on the software specifically permits this.

If you have further questions regarding copyright in schools the Smart copying website provides guidelines for Australian schools <http://www.smartcopying.edu.au/>.

For use of copyrighted material *outside* the educational setting or for information related to topics not covered in this overview refer to the relevant section of The Australian Copyright Council website [www.copyright.org.au](http://www.copyright.org.au) or speak to the library staff for further clarification.

