

Copyright Policy

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	ES21
Related Policies	ES02: Risk Management Policy ES03: Teaching Staff Recruitment Policy and Procedures ES05: School Personnel Code of Conduct Policy ES07: Enrolment Procedures and Policy ES10: Personal Information and Photograph Release Policy ES20: Data and Information Policy ES39: Cyber-Safety Policy ES53: Screening DVDs and Movies Policy
Version	2.2
Created by	CLSSA Policy Officer
Reviewed by	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Copyright; Attribution; Educational statutory licence; Electronic use notice; Attribution; Creative Commons.
Status	Approved
Approved By	CLSSA Board <i>(Administrative update approved by Executive Officer)</i>
Approval Date	July 2022
Review Date	December 2023
Notes	Administrative update only

Table 2: Revision Record

Date	Version	Revision Description
December 2016	1.0	New policy developed
30 th June 2019	2.0	<ul style="list-style-type: none"> • Policy numbers added • Change Government Department Names (Department of Education and Child Development to Department of Education); References to ESASA policies and procedures included throughout the policy

		<ul style="list-style-type: none"> Amend policy to make it generic by replacing individual school details with “Ethnic and Community Language Schools” Added ES07 and ES10 as Related Policies in Table 1 Changes in ‘Created By’ and ‘Reviewed By’ in Table 1; Changed Contents to Table of Contents; Changed ‘Further Documentation’ to ‘References and Other Documentation’ Reformatting of table and titles; Added new key words; Added References and Other Documentation; Formatting of policy
18 th January 2021	2.1	<ul style="list-style-type: none"> Added policy in ‘Related Policies’ (Table 1)
December 2021	2.2	<ul style="list-style-type: none"> Added policies in ‘Related Policies’ (Table 1) Added key words Added ‘Providing attribution for Online Resources’ in policy Added references in ‘References and Other Documentation’
July 2022	2.2	<ul style="list-style-type: none"> Administrative update only

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Copyright Policy

Introduction

Community Language Schools SA (CLSSA) will publish materials on the website <http://www.clssa.sa.edu.au/> for use with community language schools in SA. The materials published are for educational purposes only and have been produced by staff at the Community Language Schools SA. Any material produced by the association that uses material from other sources are reproduced using the 'reasonable' proportion provisions and will acknowledge the original source of the material. Community Language Schools when reproducing materials for educational purposes, will acknowledge the source of the material and adhere to the relevant provisions of the *Copyright Act 1968*.

This policy is based on information from the *Copyright Act 1968* and the Copyright Agency.

Definitions

Materials: any work produced or taken from another source for use within the association. This could include but not limited to, written work, journal articles, images, photographs, cartoons, videos, artwork, songs, music, books, magazines, audio, clipart, and materials on the Internet.

Attribution: is the process of recognising the original source and/or acknowledge the author of any material used. This should include (where possible) attributing the author, title, publisher, date and/or web address. Attribution prevents people from claiming to own material or work that another person has created

Policy

Community Language Schools SA regularly produces material for use by its members, which in turn, may use the material for educational purposes in their community language schools. This policy outlines the procedures that staff will follow when producing material for use by Community Language Schools.

The *Copyright Act 1968* allows teachers to play films to their students in class if it's for educational instruction. Community Language Schools must obtain a licence to play films for non-educational purposes. Films shown for non-educational purposes, for example shown on the bus for a school excursion, school camps or rainy day or end of term day, are not covered under current department copyright licence agreements. As such, a separate licence needs to be obtained from Roadshow Public Performance Licensing.

Community Language Schools may consider looking for an online educational resource through Creative Commons (CC) licensing. Creative Commons is a worldwide non-profit organisation that provides copyright owners with free licences allowing them to share, reuse and remix their material, legally. The following website will assist schools in finding Creative Commons licensed materials: [Finding Creative Commons licensed materials | Creative Commons Australia](#)

Providing attribution for Online Resources

To provide attribution/appropriate credit, Community Language Schools must:

- Provide the author's name and the title of the work
- If possible, provide a link back to the source of the work
- Provide a link to the CC licence that applies to the original work
- Indicate if you made any changes to the work
- Keep intact any copyright notice the author has provided

This information can be displayed in a variety of ways; there is not one distinct way to attribute.

For examples of how to attribute material please refer: [attributingccmaterials.pdf](#)

<http://creativecommons.org.au>

Providing proper attribution ensures that the original creator is acknowledged for their work and shows subsequent users that they are also free to use the work under the same conditions.

Educational Materials

When producing educational materials for use by members, Community Language School staff will:

- Produce original materials and/or materials that adhere to the 'reasonable' proportion provisions of the *Copyright Act 1968*.
- Acknowledge the source using appropriate referencing (APA6 or Harvard), if using existing material from another source,
- Look at the copyright licensing to see what restrictions may apply and keep intact all copyright notices when using material from another source
- Develop materials using materials from Creative Commons ensuring the license conditions are followed and materials are attributed.

Publishing Material

Any material published on <http://www.clssa.sa.edu.au/> or other sites or sources used by Community Language Schools must have the following Electronic Use Notice. The notice has been taken from [Copying under the education licence - Copyright Agency](#)

Electronic Use Notice

COMMONWEALTH OF AUSTRALIA

Copyright Regulations 1969

WARNING

This material has been reproduced and communicated to you by or on behalf of The Ethnic Schools Association pursuant to Part VB of the Copyright Act 1968 (the Act).

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice.

A community language school must take all reasonable steps to ensure that each communication can only be received or accessed by people entitled to receive or access it (this would normally mean staff and students of the school).

Responsibilities:

It is the responsibility of individual schools to:

- Adhere to the copyright act and the reasonable proportion provisions
- Seek permission from Community Language Schools SA before disseminating, publishing or using any materials produced by the association for use outside of their language school.

References and Other Documentation

- Creative Commons; What is Creative Commons? :[Creative Commons Australia – Index | Creative Commons Australia](#)
- Attributing Creative Common Materials: [attributingccmaterials.pdf \(creativecommons.org.au\)](#)