



COPYRIGHT POLICY

1. KEY RESPONSIBILITIES

Digital Technologies Geelong (DTG) is committed to meeting its moral and statutory obligations in regards to managing intellectual property and compliance with relevant copyright legislation.

Responsibility for the oversight of DTG's copyright policy and procedures lies with the Head of Education Development.

It is the responsibility of all employees of DTG to follow the intent and requirements of the Institute's policy and procedures describing the use and management of intellectual property and associated copyright matters; and ensuring all materials copied and communicated are in accordance with the Copyright Act 1968. All employees are required to familiarise themselves with and adhere to this procedure.

All line managers are responsible for ensuring that their staff abide by DTG's procedures, and have an opportunity to access relevant professional development and training; and also undertake professional development to allow them to provide staff with leadership and direction on copyright matters.

Education Development and Library staff are responsible for providing authoritative advice and support for all staff but particularly teachers. This includes assisting with sourcing information and data; and providing professional development resources and activities.

Responsibility for the application of DTG's copyright policy and procedures lies with the Copyright Steering Committee. The Committee is comprised of the following members:

- Head of Student and Business Support
- Head of Education Development
- Learning and Development Coordinator
- Manager - Student Hub
- Manager - Education Design
- Manager - Education Technology
- Team Leader - Library

2. PURPOSE

This procedure outlines the procedures and requirements to employees of DTG in respect to original and third party works which are produced, used, managed, copied and communicated including art, literature, music, films, sound recordings, broadcasts and computer programs. The procedure also describes the attribution requirements of intellectual property including gaining permissions, creating DTG materials and using third party works.



3. SCOPE

This procedure applies to all employees of DTG, including Contract and Casual employees; in the development and publishing of materials; and in the use of works from third parties, whether those materials are in hardcopy or electronic formats.

4. INTERNAL DOCUMENTS

Copyright Procedure TED PR 07

Request for Copyright Permission TED TP 07 .01

Employee Code of Conduct SHRD RD 20.01

The Gordon PowerPoint MARK TP 04.10

General Word Document MARK TP 4.7

Learning Resources TED TP 03.12

5. EXTERNAL DOCUMENTS

Copyright Amendment Act 2006

Copyright Act 1968 (Educational Statutory Licence)

6. POLICY STATEMENT

DTG is committed to implementing and maintaining processes to ensure that it meets its moral and statutory obligations in regards to managing intellectual property and compliance with relevant copyright legislation. This will be achieved through:

- Providing training and professional development for staff in respect to copyright.
- Including copyright requirements into internal audit protocols.
- Monitoring changes in the requirements for copyright and communicating these to staff.

The principles described below will be applied to copyright adherence programs at DTG.

6.1 DTG materials

DTG staff will not use any intellectual property or resource material, developed or created as part of their employment and owned by DTG, for any purpose other than the provision of services on behalf of DTG without written authorisation from the CEO. Refer *Employee Code of Conduct SHRD RD 20.01*.

All information and teaching materials created by DTG staff in the course of their employment are the copyright property of DTG.

Staff must adhere to DTG's branding and style guide when creating teaching materials. These document templates will assist staff to provide copyright information in the correct format:

- *DTG PowerPoint MARK TP 04.10* (suitable for teachers PowerPoint presentations)
- *General Word Document MARK TP 4.7* (single page Word document suitable for a teaching handout or worksheet)
- *Learning Resources TED TP 03.12* (multipage Word document suitable for a booklet or workbook)



6.2 Permissions and licences for the use of non-DTG works

Written permission or a licence is required before using any non-DTG (third party) content.

Staff are required to use DTG's standard wording, refer *Request for Copyright Permission TED TP 07.01* when requesting permission to use third party works.

For content sourced online, staff must check the copyright terms that may be found on the website. If no licence is found or the terms and conditions are unclear, then written permission must be sought.

Staff are encouraged to seek assistance from the Library or Education Development teams when seeking permissions or licence from third party copyright owners.

6.3 Permissions and licence records

DTG maintains details of permissions and licences that have been obtained on behalf of DTG. This is centrally stored in DTG's HP Records Manager system.

Whenever a permission or licence of the copyright owner is obtained staff are required to store a written licence / permission in HP Records Manager. Members of the Library, Education Development and Record Management teams can assist staff with searching and filing licences and permissions in HP Records Manager.

6.4 Attribution

All content must be adequately attributed. This includes DTG content and non-DTG (third party) content.

DTG wishes to ensure all content is sufficiently identified to ensure that DTG does not by any mistake or omission pay for copying under the Educational Statutory Licence.

Format and examples for attribution are provided on the Staff Portal in [these instructions](#).

6.5 Agreement with Copyright Agency Limited

DTG, along with other Victorian institutes, have entered into an agreement with Copyright Agency Limited (CAL) in respect to DTGs' obligations arising from their election to copy under *Part VB, Copyright Act 1968 (Educational Statutory Licence)*.

The agreement is subject to a confidentiality clause binding the parties to keep the agreement confidential.

6.6 Use of the Educational Statutory Licence

The Copyright Act provides an Educational Statutory Licence so that educational institutions may copy, without the need to obtain permission of the copyright owner, certain amounts of literary, dramatic, artistic and musical works for educational purposes.

Staff should be aware that copying under the statutory licence requires payment of licence fees by DTG to the Copyright Agency Limited (CAL). This licence fee is a considerable cost to DTG.



Any copying under the statutory licence must be within limits and meet the requirements of the statutory licence. Central monitoring is required and copies must be withdrawn after a certain time period. Requests to copy third party content under the Educational Statutory Licence should be made by contacting either Manager Student Hub or Manager Education Technology.

6.7 Changes to Copyright Legislation

From time to time changes are made to the *Copyright Act*. The Copyright Steering Committee will monitor the current status and proposed revisions to this Act and ensure that any changes are incorporated into DTG Policy and Procedures and communicated within DTG.