

**COPYRIGHT POLICY**

**RATIONALE**

The Board of Trustees is responsible to ensure the Copyright Act 1994 and copyright legislation is complied with at Kamo Primary School.

**GUIDELINES**

1 Kamo Primary School will respect all copyright rights including:

- the rights of owners of third party material used in teaching,
- the rights of students in all material they create in and for school,
- the rights teachers have in material they created prior to, and while being employed at the school.

2 The school will comply with New Zealand copyright legislation including sections relating to educational and library use.

3 The school will purchase where appropriate copyright licences where its use of copyright material exceeds that permitted under the Act and the school will comply with the terms of these licences.

4 While acknowledging that the school cannot control all actions of its students, the school will endeavour to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

5 The school will set up copyright procedures within the school to facilitate compliance with this policy, including training and education of staff.

**Reviewed: Term 3 2016**

.....Chairperson, BOT

**Review date: Term 3 2019**