

## COPYRIGHT POLICY

The Catholic Education Office, on behalf of systemic schools in the- diocese, has signed voluntary licensing agreements with various organisations:

- Copyright Agency Ltd - CAL - for printed materials other than sheet music
- Australian Mechanical Copyright Owners Society - AMCOS - for sheet music.
- AMCOS/APRA/ARIA – for musical works and sound recordings

***Detailed information regarding copyright can be found at Smart Copying ([www.smartcopying.edu.au](http://www.smartcopying.edu.au)) or the CEC Website ([www.cecsw.catholic.edu.au](http://www.cecsw.catholic.edu.au))***

### Maximum copying rights:

- **All copying must be for educational purposes**
  - **TEXT WORKS**
    - one article in a periodical *OR* two or more articles (if they relate to the same subject matter)
    - a *reasonable* portion of a text work - up to 10% or 1 chapter of a book, whichever is greater – is considered reasonable
    - up to the whole of a single work contained in a collection of works (anthologies), provided that the number of pages of the work copied does not exceed 15 (eg. one poem, one short story, one recipe, one play, one photo, one map, one drawing, one cartoon etc)
    - up to the whole of a single work contained in a collection of works (anthology), if it has not been separately published (eg. one poem, one short story, one recipe, one play, one photo. one map, one drawing, one cartoon)
    - up to the whole or any work if the school has checked with its supplier that it is not available for purchase within 14 days (or 6 months for a text book) at the price the school would normally pay.
    - up to the whole of a work that is out of copyright (eg, old works by Jane Austen or Shakespeare)
  - **MUSICAL WORKS**
    - copying limits are linked to the number of originals of each musical work owned by the school or staff member
- **PRIMARY SCHOOLS**

Type of musical work	Permitted no. of copies per original
Separately published works	30 copies in total
Vocal score	30 copies each of a maximum of three songs from the vocal score
Choral Sheet	5 copies in total
Music Collection	30 copies in total with a maximum of 3 from the collection
Transcription by hand of melody and/or lyrics of a song	30 copies in total
Transcription by hand of musical work into a different key (Transposition)	30 copies in total
Orchestral/ band set	Copies of up to 30 instrumental parts
Chamber Music Work	Up to the number of players, provided not more than 10 parts are copied

- **SECONDARY SCHOOLS**

Type of musical work	Permitted no. of copies per original
Separately published works	15 copies in total
Vocal score	15 copies of each of a maximum of three songs from the vocal score
Choral Sheet	5 copies in total
Music Collection	15 copies in total with a maximum of 3 from the collection
Transcription by hand of melody and/or lyrics of a song	15 copies in total
Transcription by hand of musical work into a different key (Transposition)	15 copies in total
Orchestral/ band set	Copies of up to 30 instrumental parts
Chamber Music Work	Up to the number of players, provided not more than 10 parts are copied

- For Original music each copy must be marked with “AMCOS licence x copies made” and the name of the school and the date copied
- For Licensed Copies each copy must be marked with “AMCOS licensed copy” and the name of the school and the date copied. If the original is not owned by the school, the name of the owner

- **MUSICAL WORKS AND SOUND RECORDINGS**

The AMCOS/APRA/ARIA Licence allows schools to:

- Make video and sound recordings by schools of live performances of school events
- Dub existing sound recordings of musical works for school events
- Distribute video and sound recordings to students to assist them in music classes
- Distribute recordings of a performance to students for private use providing they are not distributed for profit

Permitted format for these recordings are: sound cassette, videotape, DVD and CD and CD-Rom

- ***MP3 and MP4 files are not permitted***
- ***Downloading of music from the internet is not permitted***
- All recordings must be labelled “this recording has been made under the AMCOS/APRA/ARIA licence for educational purposes only” along with the Title, Composer/Arranger and if dubbed from a commercial recording, Artist and Record Company

**The Principal shall be responsible for:**

- Designating a staff member to supervise and control all photocopying permitted on the school premises
- Ensuring that the Library Fair Dealing and Copying Notice (Appendix A) is displayed near all photocopiers as per SOC 42.08

**The Information Technology Coordinator shall be responsible for:**

- Ensuring that appropriate licences are held for all software installed on the School’s computers

**Teachers shall be responsible for:**

- Complying with copyright legislation
- Payment of fines, legal costs or damages incurred by their breach of copyright.