

# COPYRIGHT

## A QUICK GUIDE FOR TEACHERS @ PLC

These copyright suggestions relate to using Information Learning Technologies (ILT) within school, specifically for **digital sound recordings, websites, images/ photographs, YouTube and ClickView.**

These teacher support notes are intended to guide you with copyright and its use with a range of Information Learning Technologies (ILT).

This information is for teacher use and refers to the educational licence agreements plus educational provisions within the Act.

For additional information please go to the **Smartcopying** site for further clarification.



### ACKNOWLEDGEMENTS

Originally compiled by Gary Green in consultation with Caroline Brasnett, Principal Consultant for Intellectual and Property and Copyright from Westone Services.

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# USE OF COPYRIGHT NOTICES

When integrating any third party material (other people's work) into your ILT resources, you must include this copyright notice:

[WARNING]

This material has been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright 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.

<https://www.smartcopying.edu.au/information-sheets/schools/labelling-school-material>



Copied under the Statutory Licence in s 113P of the copyright Act 1968

[ Name of Program, Broadcaster, Date Broadcast]

[https://www.smartcopying.edu.au/copyright-guidelines/education-licences-\(statutory-and-voluntary-licences\)/education-licence-a-statutory-broadcast-licence](https://www.smartcopying.edu.au/copyright-guidelines/education-licences-(statutory-and-voluntary-licences)/education-licence-a-statutory-broadcast-licence)



If it is your own work and created using PLC resources then the School owns the copyright. Acknowledge source and school.

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# COPYRIGHT GUIDELINES FOR USE OF ILT

ILT CIRCUMSTANCE	GUIDELINES/NOTES
<b>Linking to websites</b>	<ul style="list-style-type: none"><li>● As it is not copying, you can link to a site. Permission is not usually needed but attribution is crucial.</li></ul> <p>For example, “Joe Blogs from PLC in Perth has provided a useful summary on X’s insert link web page.”</p>
<b>Scanned Images</b>	<ul style="list-style-type: none"><li>● Scanned images can be uploaded but must be less than 10% of the total work. Must acknowledge source and only for school use, not worldwide.</li></ul>
<b>YouTube</b>  •Not to be used for students under 13 years of age.  •We recommend you use ClickView.	<ul style="list-style-type: none"><li>● You can ‘point’ to YouTube as a link and make appropriate attribution. No downloading file and putting it into digital packages.</li><li>● If extract is from free to air television it can be placed on intranet but not available for worldwide distribution outside the school.</li><li>● You can link to another website that has a YouTube link on it.</li><li>● Downloading of material available from free to air is possible only if it is available from the free-to-air broadcaster and not someone else. Attribution would be:</li></ul> <p>Copied under the statutory licence in s 113P of the copyright Act 1968 [Name of Program, Broadcaster, Date of Broadcast]</p>
<b>ClickView</b>	<ul style="list-style-type: none"><li>● You can stream ClickView under section 28 of the Copyright Act.</li></ul>

# COPYRIGHT GUIDELINES FOR USE OF ILT

ILT CIRCUMSTANCE	GUIDELINES/NOTES
<b>Artistic works</b> (photographs & illustrations)	<ul style="list-style-type: none"><li>● Only for PLC Community not for distribution outside of school environment.</li></ul>
<b>Using Material created by you or your school</b>	<ul style="list-style-type: none"><li>● School owns the copyright.</li><li>● Exempt from normal copyright provisions (e.g. 10% rule) but you must label the material properly. (Created by Gary Green, Presbyterian Ladies' College, Western Australia, 2011)</li></ul>
<b>Use of DVD, CD Rom</b> <ul style="list-style-type: none"><li>•DVD</li><li>•CD Rom (content based such as an encyclopaedia).</li></ul>	<ul style="list-style-type: none"><li>● No licence – do not copy.</li><li>● Yes licence. You can copy images and text within the limits of the Statutory Text and Artistic Licence. If you want to <b>copy</b> more material than is permitted, you must obtain permission from the copyright owner.</li><li>● Can convert format of video as long as original copy isn't pirated; a copy is made for educational purposes only; and if a copy cannot be purchased in time.</li></ul>
<b>iTunes</b>	<ul style="list-style-type: none"><li>● iTunes does not give rights to use music for educational purposes (only personal or non commercial purposes).</li><li>● For free access try ccMixter, Opsound, Magnatune, Jamendo, Freesound, ccHits, ArtistServer.</li></ul> <p><a href="https://www.smartcopying.edu.au/information-sheets/schools/creative-commons-a-quick-overview/creative-commons-a-quick-overview">https://www.smartcopying.edu.au/information-sheets/schools/creative-commons-a-quick-overview/creative-commons-a-quick-overview</a></p> <ul style="list-style-type: none"><li>● Spotify is a music streaming service that allows you to listen to the music only within the app. This is to protect the copyright of the artist and the record labels. (personal use only).</li></ul>




# COPYRIGHT GUIDELINES FOR USE OF ILT

ILT CIRCUMSTANCE	GUIDELINES/NOTES
<p><b>Digital Sound Recordings</b></p> <ul style="list-style-type: none"><li>•For use of literary, musical, dramatic and artistic works</li><li>•For recordings that include television, radio for educational purposes.</li></ul>	<ul style="list-style-type: none"><li>●Teacher generated (completely original) then copyright owned by school and can be published worldwide.</li><li>●If third party material used (text, music, artistic works from other sources) then it can be used for educational purposes but must be acknowledged. It cannot be used outside the school and must be on a password-protected site unless you clear copyright conditions (such as 10% rule or one chapter).</li><li>●If you want to use third party material then you should endeavour to contact the person who owns the copyright or try using Creative Commons (CC).</li><li>●Teachers must include copyright notice on recording (pop up box).</li><li>●Music CANNOT be placed on an electronic system, such as for a podcast. Use Creative Commons as an alternative.</li><li>●Use copyright regulations notices for all work.</li></ul>
<p><b>ePub</b></p>	<ul style="list-style-type: none"><li>●10% copy rule or one chapter applies.</li><li>●Must consult the software licence to see what (if any) can be copied.</li></ul>

# TIPS TO AVOID BREACHING COPYRIGHT

ILT CIRCUMSTANCE	GUIDELINES/NOTES
<b>Link</b>	<ul style="list-style-type: none"> <li>● Try to link to sites you are using as this means you are not copying anything. Always acknowledge the source irrespective of the format.</li> </ul> <p>“John Smith from X school has provided useful summary on this point on X’s webpage <a href="http://www...">http://www....</a>)</p>
<b>Embed</b>	<ul style="list-style-type: none"> <li>● Embed the link (e.g. YouTube) when you see the source in its exact location. Must acknowledge source.</li> </ul>
<b>Use Free Educational Materials</b>	<ul style="list-style-type: none"> <li>● Use open education resources, which doesn’t rely on the Copyright Act. Smartcopying has a list of these resources:</li> </ul> <p><a href="http://www.smartcopying.edu.au/open-education/open-education-resources">http://www.smartcopying.edu.au/open-education/open-education-resources</a></p>
<b>Use Creative Commons Materials</b>	<ul style="list-style-type: none"> <li>● Creative Commons allows teachers to source third party material, which the copyright owner has given specific approval for it to be used. It does not mean it is copyright free. Depending on the Creative Commons licence, it may be possible to modify and share material. Material must be acknowledged.</li> <li>● A list of useful sites where you can creative commons material can be found on the Smartcopying Website:</li> </ul> <p><a href="http://www.smartcopying.edu.au/open-education/open-education-resources/where-to-find-cc-licensed-material">http://www.smartcopying.edu.au/open-education/open-education-resources/where-to-find-cc-licensed-material</a></p> <ul style="list-style-type: none"> <li>● You need to check the attribution symbols of Creative Commons to see what you can use. Below is the different CC licences, their symbols and what is permitted under each one.</li> </ul>

## CREATIVE COMMONS LICENCES

LICENCE TYPE	Attribution 	Attribution No Derivatives 	Attribution Share Alike 
LICENCE CONDITIONS	Freely use, copy, adapt and distribute to anyone provided the copyright owner is attributed.	Freely use, copy and distribute to anyone but only in original form. The copyright owner must be attributed.	Freely use, copy, adapt and distribute provided the new work is licensed under the same terms as the original work. The copyright owner must be attributed.