



The Ethnic Schools Association  
of South Australia Inc.

## HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

### Copyright Policy May 2017

#### Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

<b>Policy Number</b>	ES21
<b>Related Policies</b>	Screening DVDs and Movies Policy
<b>Version</b>	1
<b>Created by</b>	Policy Officer: Kate Quane
<b>Reviewed by</b>	Executive Officer: Darryl Buchanan
<b>Applies to</b>	Ethnic Schools South Australia
<b>Key Words</b>	Copyright; attribution; educational statutory licence; electronic use notice; Creative Commons.
<b>Status</b>	Approved
<b>Approved By Executive</b>	ESASA Executive Committee
<b>Approval Date</b>	29 <sup>th</sup> May 2017
<b>Review Date</b>	April 2018

Table 2: Revision Record

<b>Date</b>	<b>Version</b>	<b>Revision Description</b>
December 2016	1	New policy developed



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**HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.**

## Copyright Policy

### Introduction

The Ethnic School Association (ESA) will publish materials on the website <http://www.esasa.asn.au/> for use with Ethnic Schools of South Australia. The materials published are for educational purposes only and have been produced by staff at the Ethnic School Association. 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.

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

The Ethnic School Association regularly produces material for use by its members, which in turn, may use the material for educational purposes in their Ethnic School. This policy outlines the procedures that staff will follow when producing material for use by ESA members or use in Ethnic Schools.

Educational institutions are covered by two provisions of the Copyright Act 1968. These provisions are:

- Part VB: copying and communicating text, images, and notated music
- Part VA: Copying and Communicating material from TV and radio

Both provisions allow educational institutions to reproduce a 'reasonable' proportion (usually 10% or 1 chapter) for educational purposes.

Creative Commons is a non-profit organisation that provides free licences for creators to use. All Creative Commons (CC) licences allow users to copy, distribute, display, and communicate work with the condition that all work is attributed. The Ethnic Schools Association recommends schools to produce new work or work produced by others using Creative Commons. For more details on Creative Commons visit <http://creativecommons.org.au>



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### Educational Materials

When producing educational materials for use by members, 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 (<http://creativecommons.org.au/>) ensuring the license conditions are followed and materials are attributed.

### Responsibilities:

It is the responsibility of individual schools to:

- adhere to the copyright act and the reasonable proportion provisions
- seek permission from The Ethnic Schools Association of South Australia before disseminating, publishing or using any materials produced by the association for use outside of their Ethnic School.

### Publishing Material

Any material published on <http://www.esasa.asn.au/> using materials from another source must have the following Electronic Use Notice. The notice has been taken from <http://copyright.com.au/licences-permission/educational-licences/electronic-use-notice/>

*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.*



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Individual Ethnic Schools 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).

### Other Relevant Documents

Creative Commons; What is Creative Commons? <http://www.smartcopying.edu.au/open-education/creative-commons/creative-commons-information-pack-for-teachers-and-students/what-is-creative-commons->