



Centre for  
English Language

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# COPYRIGHT POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy outlines SAIBT's commitment to compliance with copyright laws and the arrangements that are in place to ensure compliance is met and maintained.

### A.2 Scope

This policy applies to all prospective and current students and staff of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Copyright	A legal concept giving the creator of original work exclusive rights to it
Screenrights	Agency administering the provisions in the Australian Copyright Act allowing educational institutions to copy from television and radio provided payment is made to the copyright owners

### A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
CELUSA	Centre for English Language in the University of South Australia
SAIBT	South Australian Institute of Business and Technology

## SECTION B - POLICY STATEMENT

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### B.1 Principles

This policy is informed by the laws governing the use of material created and owned by others whilst supporting the legitimate use of copyrighted materials to enhance teaching and learning.

### B.2 Policy

#### 1 Overview

- 1.1** The Copyright Act 1968 grants exclusive rights to copyright owners to use copyrighted material, including the right to reproduce or copy, publish, perform, communicate, translate or adapt the material.
- 1.2** Copyright also applies to all information on the internet.
- 1.3** No DVD, CD or computer software can be reproduced without the direct permission of the copyright owner.
- 1.4** Different media are covered by separate copyright licences. Copyright material can be reproduced (within limits) under licence without getting permission from the copyright owner.
- 1.5** In some cases the licence for software permits some or all of it to be reproduced but any reproduction must be marked with an appropriate message as required.

#### 2 Licences

- 2.1** SAIBT/CELUSA is covered by Copyright and Screenrights licences.
  - 2.1.1** The Copyright Agency agreement for text and images includes the Hardcopy licence and the Electronic Reproduction and Communication licence and covers:
    - photocopying of hardcopy to hardcopy
    - copying hardcopy to digital
    - copying digital to digital
    - communication of copies in a digital form
  - 2.1.2** For Copyright Agency licences, there is no limit to the number of copies made, but they must all be for educational purposes. Copies can be sold to recoup costs but not for a profit.
  - 2.1.3** The Screenrights licence covers recording and/or communicating audio visual materials sourced from a broadcast, **NOT**:
    - purchased, rented or borrowed DVDs or videos
    - digital downloads or podcasts (unless free-to-air broadcast)
  - 2.1.4** Screenrights licences apply from 29 January 1990, and copies from radio and TV before then are not covered. They may be kept in the library, loaned and played in class but not copied.

**2.1.5** Both the Copyright Agency and the Screenrights Agency annually survey the copying activities of selected institutions and a requirement of the licence is that an institution participates in the survey if selected.

**2.2** SAIBT/CELUSA will take all reasonable steps to ensure that only those who are entitled to can receive or access copyrighted material.

### **3 Responsibility**

**3.1** Everyone must comply with copyright law.

**3.2** Teaching staff must familiarise themselves with current copyright laws and the limits on copying under licence. There are a number of online resources available including:

- [Australian Government Attorney-General's Department](#)
- [Copyright Agency](#)
- [Screenrights](#)

**3.3** Staff are personally and legally liable if they infringe copyright or sanction a student to do so.

**3.4** It is the responsibility of the staff member to seek clarification if unsure of the copyright requirements.

**3.5** Unless specifically stated not to be, any material (digital or hardcopy) must be assumed to be copyrighted.

**3.6** When giving private tuition, staff are not covered by licences purchased by SAIBT/CELUSA.

**3.7** Authors/designers of works have automatic copyright, however, where works are made during the course of employment the copyrights are owned by the employer (unless varied by agreement). Anyone who wishes to use the material must:

- credit the material to its author/designer to with appropriate referencing to avoid plagiarism
- not take it out of context or modify it without acknowledging the source
- comply with the requirements of the Copyright Agency agreement

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Copyright Policy
<b>Policy Owner</b>	Academic Director, SAIBT Academic Director, CELUSA
<b>Initial Issue date</b>	September 2013
<b>Directory Location</b>	Academic Directorate, policies

### C.2 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Review Date</b>	<b>Privilege Level</b>
v1.0	Initial policy	SAIBT Executive Group	9/2013	9/2015	Public
v1.1	<ul style="list-style-type: none"> <li>Approved by AB without amendment</li> <li>moved to three year review cycle</li> </ul>	SAIBT Academic Policy	10/2013	9/2016	Public
v1.2	<ul style="list-style-type: none"> <li>Editorial changes</li> </ul>	Quality Manager	11/2013	9/2016	Public
v1.3	<ul style="list-style-type: none"> <li>CAL removed as an acronym</li> <li>Third dot point added to clause 3.7</li> </ul>	Quality Manager	11/2014	9/2016	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Australian Government Copyright Information</a>
<a href="#">Copyright Act 1968</a>
<a href="#">Copyright Regulations 1969</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Copyright Procedure

### **D.2 Related Policies**

None