

Freegrounds Junior School Copyright Policy



Date of last review: Dec. 2022

Date of next review: Dec. 2024

Date approved: December 2022

Approved by: Policy working party

Signed:

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Copyright, Designs and Patents Act 1988
- Copyright and Related Rights Regulations 2003
- Digital Economy Act 2017

We respect the rights of authors and publishers to proper recompense and acknowledgement for their work. We understand that copying without permission could put the school at risk from legal action for infringement of copyright.

We acknowledge that the CLA, who are brokers for authors and publishers, exists to represent us, the users and to protect the interests and livelihoods of the rights holders. Therefore, we believe we have a moral and legal obligation to abide by the terms of the licence.

We believe literary works, dramatic works and performances, musical works and performances, artistic works, sound recordings, films, broadcasts, and cable programmes are protected by copyright.

We are aware that electronic copying needs the permission of the copyright holder, or a licence, in the same way as paper copying; it is an infringement of copyright to make an electronic copy without permission; scan, fax and retyping to save on a computer is electronic copying and is not permitted in this school.

We acknowledge that printing out, downloading “cut and paste” and networking from CD-ROM are governed by the specific conditions of the licence agreement accompanying each CD-ROM; when the school purchases the licence with the CD it should be specified on the CD whether or not printing and then photocopying is permitted; photocopying from CD-ROM printouts is not permitted by CLA copy licence.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure that school personnel are aware of and abide by the copyright licence conditions as set out by the Copyright Licensing Authority.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- instructed the Headteacher to ensure that everyone complies with the CLA guidelines;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- make all school personnel aware of the CLA guidelines by referring to the CLA licence at periodic staff meetings and displaying the CLA guidelines above photocopiers;
- keep detailed records of what has been copied;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with school personnel;
- annually report to the Governing Body on the success and development of this policy.

Role of the School Personnel

- School personnel will:
- comply with all aspects of this policy;
- adhere to the CLA guidelines;
- be fully acquainted with all procedures;
- set a good example to pupils by adhering to the CLA guidelines;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of the Parents and Carers

Parents/carers will:

- be aware of and comply with this policy;
- be informed that anything borrowed from school may not be copied without permission of the publishers;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising awareness of this policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- communications in newsletters

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - - ☐ Copyright Licensing Authority guidelines
 - ☐ Photocopying
- are kept up to date with new information;

Monitoring of the Implementation and Effectiveness of this Policy

The practical application of this policy will be reviewed when the need arises by the policies working group/FGB.