



COPYRIGHT POLICY

OUTCOME STATEMENT

Wesley College school board recognises that the copying of any literary, dramatic, musical or artistic work is safeguarded by the Copyright Act 1994.

SCOPING

At Wesley College all members of our school community have rights and responsibilities in relation to copyright and should make themselves aware of relevant legislation and licence requirements.

DELEGATIONS

The school board delegates to the Principal responsibility for ensuring that the Copyright Act 1994 is adhered to.

EXPECTATIONS and LIMITATIONS

Staff use resources according to copyright terms and comply with the requirements of any copyright licences held by the school.

Staff inform students, as appropriate, about copyright, including how to copy and reference copyrighted materials, and how to use electronic material and downloadable music.

PROCEDURES

The school will take out such licences as it sees fit and will comply with the conditions described in these licences.

Individual staff members will be personally liable for any breaches of the copyright act.

Copyright Licences and guide to the CLINZ Education Licence are displayed at every photocopying station.

SCHOOL RELATED DOCUMENTS

[School Records – Retention / Disposal Authorisation Procedure](#)

[Collection, Storage, Access and Disposal of Personal Information Procedure](#)

LEGISLATION

Copyright Act 1994

Copyright Regulations 1995

Copyright (New Technologies) Amendment Act 2008

Copyright (infringing File Sharing) Amendment Act 2011

RESOURCES

TKI: [Copyright in schools](#)

Copyright Licensing New Zealand: [Primary and Secondary Schools Licence](#)

NZSBA | Te Whakarōputanga Kaitiaki Kura o Aotearoa: [Copyright licensing](#)

The Wesley College School Board approved this policy November 2024.

This policy will be reviewed on / before the November 2027

PRESIDING MEMBER

DATE