



## **COPYRIGHT & LICENSES POLICY**

School Vision: Developing the Character of God - Academic Excellence

### **Rationale**

God requires us to obey the laws ordained by civil authorities. This school is governed by Law with respect to the use of musical scores, videos, books, files and other copyright materials. Compliance is essential.

### **Guidelines**

To put in place copyright procedures which are fully compliant to the Laws.

### **Procedures**

Under Section 221 of The Copyright Act, schools are permitted to copy and use copyrighted material for educational purposes so long as:

1. A reasonable proportion of the work is copied and in any case, no more than 10%
2. No more than one copy per person in the class is produced.
3. No profit is made.
4. It is used only for instruction.
5. It is used for performance so long as the audience is limited to pupils and teachers and does not include parents.
6. Any play or musical score for parent or public performance first has permission from the person holding performing rights.
7. National Film Library films and videos are automatically useable as a blanket waiver covers them.
8. Any staff member showing videos outside of the terms of the Films Act or otherwise failing to comply with the act as defined in the policy is liable to a fine to a maximum of \$10 000.

### **Conclusion**

By complying with the laws of Copyright the school respects the law of God, the law of the land, and the rights of the owner.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent \_\_\_\_\_

BOT REVIEWED: October 2017  
November 2012

Approved and Ratified at BOT Meeting dated 25th October 2017