

Copyright Policy

Rationale:

Lincoln High School wishes to encourage the open and free exchange of information, knowledge and resources, and support the collaborative production of copyright works that are freely available to all. Lincoln High School encourages both staff and students to support free and open access to copyright works.

Definitions:

Creative Commons:

An international non-profit that provides free open licences that copyright holders can use to share their work.

Teaching Materials:

Copyright works produced by employees of the school for the purposes of teaching.

Policies and Procedures:

Copyright works that determine, and provide guidance around, a course of action adopted by the school.

See also: ICT Policy

Intellectual Property for Educational Publications

Policy:

The Board of Trustees of Lincoln High School:

1. Recognises that the Board of Trustees holds first ownership of copyright of works produced by the Board's employees in the course of their employment.
2. Applies by default a Creative Commons Attribution Licence to all teaching materials and policies in which the Board of Trustees of Lincoln High School owns copyright.
3. May apply a Creative Commons Attribution licence to other copyright works, aside from those described in (2), with the express agreement of the Principal.
4. May make exceptions to (2) at the discretion of the Principal. Any such exceptions should be limited by a specific time period and should consider the application of other, more restrictive Creative Commons licences, as opposed to simply reserving all rights in a copyright work.

5. Will transfer to the original creator the copyright in created works licensed by the school under a Creative Commons Attribution or Creative Commons Share-Alike licence.
6. Does not make any claim over the ownership of copyright works produced by students. The copyright to these works remains with the creator.
7. Recognises that this policy only applies to copyright works, and not to any other forms of intellectual property.
8. Recognises that the copyright in works produced by an employee other than in the course of their employment by the Board of Trustees of the school may remain the property of that employee. (Refer to Intellectual Property for Educational Publications.) Where this is unclear, the process for dispute resolution, outlined below, shall apply.
9. Encourages teachers at Lincoln High School to incorporate the teaching of copyright and Creative Commons as part of the digital citizenship curriculum.

Disputes:

Where the first ownership of copyright in a given work is disputed or unclear, the following process will apply:

1. In the first instance the dispute should be documented and presented to the school Principal.
2. If the dispute is still not resolved, then the documentation should be presented to the chairperson of the Board of Trustees.
3. If the dispute is still not resolved following (1) and (2), mediation with an appropriate authority will be undertaken.

Approved: 26 November 2018

NB: See attached associated notes.

NOTES:

The BOT owns the copyright in all materials produced by staff for the purposes of teaching.

Therefore, if a teacher shares something with a colleague at another school, they have breached the BOT's copyright. Technically, they should ask the BOT's permission first.

This draft policy makes clear that the BOT encourages teachers to share resources.

The "technical" framework under which that occurs is called a Creative Commons Licence, and clause 2 applies that Licence by default.

The template for this draft policy and the information around it was taken from:

<https://www.tohatoha.org.nz/ccinschools/>

(Tohatoha is the new name for Creative Commons Aotearoa New Zealand, CCANZ)

It is **not** intended that teachers need to add Creative Commons licences/logos/phrases onto their work/resources.

It is **not** intended to spend any time on PLD explaining the intricacies of Creative Commons licences to teachers.

Should the draft become Policy, we could add to the Staff Handbook a short statement explaining the BOT's approach due to this policy.

We could add a second statement explaining to teachers the procedures they must follow if they are planning to create work – related to their teaching – in which they intend to hold copyright personally (and so potentially gain financially). This could include teachers writing books, for example.

See procedures relating to 'Intellectual Property' which was created earlier in the year.