

NSK and NCC OSHC Copyright Policy

Purpose:	The purpose of the policy is to recognise and protect the rights of copyright owners.	
Scope:	The policy applies to children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
References:	<ul style="list-style-type: none">• Copyright Act 1968 (Cth)• Copyright Regulations 1969 (Cth)	
Supersedes:		
Authorised by:	NSK and NCC OSHC Board	Date of Authorisation: 13 June 2018
Review Date:	Every two years	Next Review Date: 2020
Policy Owner:	Emma Thomas and Rachel Moore	

Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed:

- To recognising and protecting the rights of copyright owners by complying with the restrictions on reproducing or communicating copyright materials as laid down in the *Copyright Act 1968 (Cth)*;
- To informing children, when relevant, and employees of their rights and responsibilities under legislation and the various licencing arrangements of the service so that they may make full legal use of the materials available to them; and
- To the fair regulation and management of copyright materials created at the service by employees, volunteers, researchers and children.

Preventing Infringements

In accordance with the *Copyright Act 1968*, Next Steps Kindy and Northside Christian College Outside School Hours Care will take the following actions to prevent infringements of copyright:

- Use free for education material and free for education uses content whenever possible
- Undertake all other reproduction and communication of copyright material in accordance with the Fair Dealing provisions of the *Copyright Act 1968*
- Attribute moral rights whenever appropriate

- Arrange an annual Early Childhood Education Copyright Licence

Employee and Volunteer Copyright

In relation to copyright created by Next Steps Kindy and Northside Christian College Outside School Hours Care employees and volunteers, including people undertaking work experience, vocational placement and researchers, Next Steps Kindy and Northside Christian College Outside School Hours Care controls and manages all copyright created by its employees and volunteers while under the direction and control of the service. This includes any material created by employees and volunteers in their own time for use in their employment or engagement with the service.

However, if an employee and volunteer creates a material in their own time, using their own resources for a purpose other than their employment or engagement and then subsequently uses the material in the course of their employment or engagement with the service, the service does not own copyright.

Children's Copyright

In relation to copyright created by children attending Next Steps Kindy and Northside Christian College Outside School Hours Care, copyright of work created by children in the course of their time at the service will belong to the child, unless an agreement to the contrary is established between the child and Next Steps Kindy and Northside Christian College Outside School Hours Care. Whilst a child's work may be used within Next Steps Kindy and Northside Christian College Outside School Hours Care for educational purposes, permission will be gained from the child's parent for any further use of the work.

Definitions

- [Artistic works](#)
- [Broadcasts](#)
- [Cinematograph films](#)
- [Dramatic works](#)
- [Literary works](#)
- [Musical works](#)
- [Published editions](#)
- [Sound recordings](#)

Responsibilities

Next Steps Kindy and Northside Christian College Outside School Hours Care has the following role and responsibilities:

- Develop and implement a Copyright Policy
- Ensure appropriate licencing arrangements are in place
- Educate and train employees in their copyright responsibilities
- Attribute moral rights whenever relevant
- Keep appropriate records, monitor and report on copyright license issues
- Encourage children and employees to contribute to a copyright-compliant culture at the service

Employees

All employees at Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Uphold this Policy
- Not to infringe upon copyright either under the *Copyright Act 1968* or under the terms of the licence held by the service
- Not to in any way condone the use of service equipment or systems for any type of copyright infringement. In particular, computers or internet accounts should not be used to download infringing copies of music, videos, games or unlicensed software, as under the Next Steps Kindy and Northside Christian College Outside School Hours Care
- Not to instruct, authorise or condone any infringement of the *Copyright Act 1968* by children or other employees
- Not to use service copyright material for private purposes unless permission is granted first
- To report to the Nominated Supervisor any copyright infringing behaviour occurring in the service.

Families

All families of children enrolled at Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Uphold this Policy

Implementation

Next Steps Kindy and Northside Christian College Outside School Hours Care commitment to ensuring that all reasonable steps are taken to prevent copyright infringement, means that it will implement the following measures:

- Awareness - regularly raise awareness of copyright responsibilities, including the development and implementation of this policy
- Record keeping, monitoring, reporting – keep appropriate records, monitor and communicate on copyright issues

Compliance and Monitoring

In line with the *Education and Care Service National Regulations*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families, and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service

Related Documents

- [Guide to Early Childhood Education Copyright Licence](#)