

JOHN WHEATLEY COLLEGE

BOARD OF MANAGEMENT

College Copyright Policy

1. The Board of Management of John Wheatley College states that this policy applies to all material which may be used for learning and teaching purposes, irrespective of the method of delivery, carried on both within the college and in partnership with any external body in the creation of learning and teaching materials and other operational materials.
2. This policy statement is an integral part of a guide to the use of copyright materials in John Wheatley College and is intended to:
 - i) ensure that all College, staff, both teaching and support, are aware of the legal requirements of the relevant current legislation and of the various licensing agencies with which the College has entered into a licensing agreement;
 - ii) indicate, within the associated copyright guide, the range of activities which are permissible under the legislation and licences;
 - iii) define the framework within which all staff must operate in order to conform to the legal requirements of the licences held by the College;
3. The policy applies to all subject matter as defined by the 1988 Copyright Designs and Patents Act (as amended) whether in analogue or digital form:
 - literary works (including computer programs and databases);
 - dramatic works;
 - musical works;
 - artistic works;
 - sound recordings;
 - films;
 - broadcasts; and
 - typographical arrangements.
4. The College, in setting out this policy, states:
 - i) that the College is fully committed to the principle of copyright protection for rights' holders. The College takes all appropriate measures to ensure that all staff comply with all copyright legislation and licence agreements;
 - ii) that any infringement of copyright will be regarded by the College as a serious disciplinary offence;
 - iii) that legal and moral rights attach to copyright and that rights' holders are entitled, directly, or through a licensing agency, to reasonable protection of their rights and reasonable remuneration of use of their rights;

- iv) that individual members of staff bear full responsibility for complying with the regulations of both the 1988 Act (as amended) and the agreements entered into by the College with the various licensors;
 - v) that every effort will be made to keep staff informed of all developments in copyright law and licensing as they affect the College; and
 - vi) that all necessary support will be given to enable staff to comply with the regulations during the creation of learning and teaching materials.
5. It is important to note that infringement of copyright by staff may expose the College and the individual to legal action and claims for substantial damages.
 6. No member of staff or student may reproduce copyright works other than to the extent permitted by law or by appropriate licences held by the College or by written permissions from the copyright owner. Immediate action will be taken by the College to investigate any alleged infringement of copyright within the appropriate disciplinary procedures. It is the responsibility of the individual reproducing the copyright work (**or using any copyright material including computer software**) to ensure that the College has obtained the appropriate permission from the copyright owner.
 7. It is important to note that the College licenses the use of computer software from a variety of sources and will not condone the unauthorised use or duplication of software. No member of staff, shall make, acquire or use unauthorised copies of computer software or other copyright works in machine readable form or assist other to do so.
 8. No member of staff shall infringe copyright in copyright works stored on local and remote computer drives or internet sites. Individuals should note that downloading copyright text or images from an internet site without permission may constitute infringement of copyright even if it is not the intention to republish such works.
 9. The College is aware of the value of its own copyright material and will take vigorous action when necessary to protect the intellectual property rights vested in it, or in its members, staff and students.

10. **Review of Policy**

This policy will be reviewed by no later than June 2013.

AS/JC
John Wheatley College
February 2011