

# Medway Grid for Learning

## Policies and Guidance



# Copyright Guidance

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## Introduction

This document is intended to provide general information and guidance related to connecting school LANs to the broadband Grid for Learning network, and running school systems and servers effectively to deliver a reliable, high performance service. It also provides specific policies adherence to which is necessary for the smooth and effective running of the whole network.

## 1 Copyright Law

### 1.1 Definition

Copyright law is defined within the **Copyright, Designs and Patents Act, 1998** and is concerned with 'intellectual property rights' (IPR). It exists to protect the property rights of the author(s) of original work including books, music and software. Within the UK any original work is automatically covered by IPR. These ensure that the copyright owner has power over its use and receives appropriate reward for it. Electronic materials such as digital images, text, sound and computer software are also protected by IPR.

### 1.2 Computer software

The copyright regulations relating to a particular software program are normally stated in the software licence. These will indicate what types of use are permitted. If you are unsure whether your intended use is acceptable you should contact the publisher to gain permission. The **Copyright (Computer Programs) Regulations, 1992** indicate that:

- a purchaser may make a single back-up copy of a software program;
- if the software is subsequently given away, the software must be uninstalled and the back-up copy deleted;
- making multiple copies of a program for use in the classroom is not permissible;
- if electronic materials are used within another context, e.g. an image printed for classroom use, permission should be sought from the publisher.

### 1.3 Web sites

The practice of copying text and images from web sites for use within teaching / learning materials (e.g. worksheets) is also covered by Copyright law. Copyright information is often presented on web sites within a **Copyright statement** or **Conditions of use**. Having read this, if you are unsure whether you can copy this material you should contact the site owner (or webmaster) to gain permission.

### 1.4 Paper-based materials

The scanning of text and images within paper-based materials (e.g. books) may also breach Copyright law. Copyright information is frequently presented inside the front cover of the publication. Having read this, if you are unsure whether you can make such use of this material you should contact the publisher to gain permission.

### 1.5 School resources

Although original works are automatically covered by IPR legislation, it is good practice to add a copyright statement to materials created by pupils or teachers e.g. '© *Fibblewick School 2002, all rights reserved*' or a fuller statement such as:

**'The copyright of all content and code on this web site is owned by Fibblewick School, unless otherwise stated. Web pages which do not have any other copyright statements attached may be printed in their entirety for use in non-profit educational establishments. Cutting and pasting of text and images is not permitted without the consent of the copyright holder.'**

If materials are created in the course of a teacher's employment at a school, copyright rests with the school. Copyright for materials created privately belong to the individual.

### 1.6 Further information

A comprehensive article covering the use of copyright material in school subject can be found at:

<http://www.teachernet.gov.uk/management/atoz/c/copyright/>