



ROYAL  
INTERNATIONAL  
COLLEGE

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# COPYRIGHT POLICY AND PROCEDURE

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## 1.8. Copyright Policy and Procedure

### Policy Content

| Aspect                     | Details                                    |
|----------------------------|--------------------------------------------|
| Regulator                  | Australian Skills Quality Authority (ASQA) |
| Standards Referenced       |                                            |
| Legislation / Requirements |                                            |

### Purpose

This policy ensures that all use of copyright materials within the RTO complies with relevant laws, particularly the Copyright Act 1968. It aims to reduce the risk of copyright infringement by providing clear guidance for staff and students and reinforcing that unlawful copying or use of copyrighted materials will not be tolerated.

### Objectives

The objectives of this policy are to:

- Promote the legal and ethical use of copyrighted materials in educational and administrative contexts.
- Ensure all staff and students understand their responsibilities under copyright law.
- Encourage legitimate reproduction of materials under educational exceptions and licensing provisions.
- Minimise organisational risk and liability arising from copyright breaches.
- Embed copyright compliance into the RTO's teaching, learning, and content development practices.

### Scope

This policy applies to:

- All RTO employees, including trainers, assessors, administrators, and contractors.

- All students (current, past, and prospective).
- All materials used for education, assessment, administration, marketing, and any other RTO activity.
- All RTO platforms, including printed, electronic, and online environments.

### Policy Statement

The RTO acknowledges the exclusive rights granted under the *Copyright Act 1968* and strictly prohibits any unauthorised reproduction, distribution, or communication of copyrighted content. Staff and students must:

- Use only copyright-compliant materials.
- Attribute sources appropriately.
- Seek permission when required.
- Comply with relevant licence conditions, such as educational copying provisions.

Any copyright breach, whether intentional or inadvertent, will be managed through internal compliance procedures and may result in disciplinary action or referral to external legal authorities.

### Procedures:

#### 1.8.1. Use in Teaching

- Staff may copy a limited amount of text:
  - 1 chapter or 10% of a book.
  - 10% of an eBook.
  - 1 journal or newspaper article.
  - 15 pages from an anthology.
- May copy and distribute diagrams, charts, photos if not available separately.
- Copies can be distributed via:
  - Course packs.
  - Emails.
  - LMS (e.g. Moodle or Canvas).

- **Must always include correct attribution.**

#### 1.8.2. Use of Broadcast Content

- **Can legally copy programs from:**
  - **Free-to-air TV.**
  - **Cable and satellite TV.**
  - **Radio or digital recordings of these.**
- **Permitted to:**
  - **Use in class or distribute to students.**
  - **Burn onto CDs or upload to LMS.**
- **Must label each copy with copyright notice.**

#### 1.8.3. Internet Usage

- **Use online content only when:**
  - **It is free to use for education (Creative Commons or public domain).**
  - **There is no restriction stated on the website.**
- **Always attribute the original creator.**
- **Seek permission if not explicitly allowed.**

#### 1.8.4. Copying Beyond Limits

##### Permitted when:

- **RTO owns the copyright.**
- **Written permission is received from the creator or rights holder.**
- **The material is old enough that copyright has expired.**
- **The book or resource is out of print and unavailable for purchase.**

#### 1.8.5. Managing Breaches

- **All suspected breaches must be:**
  - **Reported to the RTO Manager.**
  - **Investigated formally.**

- Outcomes may include:
  - Withdrawal of the material.
  - Disciplinary action for staff or students.
  - External legal referral (if serious).

#### Continuous Improvement

- Copyright issues are reviewed in regular management meetings.
- Issues reviewed include:
  - Repeat offences.
  - Gaps in staff/student awareness.
  - Trends in misuse or copyright risks.
- Outcomes inform future updates to the policy and training.

#### Confidentiality and Privacy

- Staff/student data involved in copyright incidents is:
  - Managed confidentially.
  - Not disclosed unnecessarily.
  - Handled per *Privacy Act 1988*.

#### Publication

- Policy made available:
  - On RTO's internal portal (for staff).
  - On RTO's website (for students).
  - In Student Handbook.
  - During staff induction.

#### Review

- Reviewed annually by the RTO Manager.
- Version updates made after audits or legal updates.
- Communicated via email and uploaded to official RTO systems.

## Roles and Responsibilities

| Role                             | Responsibilities                                                                                                                                                                                                                                                                                                              |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RTO Manager</b>               | <ul style="list-style-type: none"> <li>- Ensure implementation and review of the Copyright Policy.</li> <li>- Oversee copyright compliance across RTO operations.</li> <li>- Approve use of copyrighted materials outside standard limits.</li> <li>- Ensure staff receive training on copyright responsibilities.</li> </ul> |
| <b>Trainers and Assessors</b>    | <ul style="list-style-type: none"> <li>- Use copyrighted materials only within permitted limits.</li> <li>- Attribute all copied content properly.</li> <li>- Avoid uploading or distributing unauthorised materials.</li> <li>- Ensure copies used in class include required copyright notices.</li> </ul>                   |
| <b>Student Support Officers</b>  | <ul style="list-style-type: none"> <li>- Inform students about copyright obligations during orientation.</li> <li>- Provide guidance on proper use of educational resources.</li> <li>- Monitor student compliance with copyright policies.</li> </ul>                                                                        |
| <b>IT and LMS Administrators</b> | <ul style="list-style-type: none"> <li>- Restrict unauthorised sharing of copyrighted files through RTO systems.</li> <li>- Support staff in securing digital course materials.</li> <li>- Assist in investigating any digital copyright breaches.</li> </ul>                                                                 |
| <b>Compliance Officer</b>        | <ul style="list-style-type: none"> <li>- Monitor overall adherence to copyright law and licensing conditions.</li> <li>- Report repeat or serious breaches to RTO Manager.</li> <li>- Maintain documentation and logs of copyright complaints or incidents.</li> </ul>                                                        |

|                 |                                                                                                                                                                                                                                                                                                                                              |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Students</b> | <ul style="list-style-type: none"> <li>- Abide by the Copyright Act when using RTO resources.</li> <li>- Do not copy, reproduce or distribute copyrighted content without permission.</li> <li>- Attribute any third-party material used in assessments or submissions.</li> <li>- Seek assistance if unsure about permitted use.</li> </ul> |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Retention of Records

All records related to copyright permissions, usage approvals, suspected breaches, investigations, disciplinary outcomes, and staff or student copyright declarations are retained for a minimum of five (5) years from the date of creation or resolution.

These records are stored securely in either the RTO's compliance management system or learning management system (LMS), depending on their nature. Access is restricted to authorised staff involved in legal, academic, or administrative oversight.

### Privacy and Confidentiality

The RTO is committed to maintaining the privacy and confidentiality of all individuals involved in matters related to copyright compliance. Any information collected during the management of copyright permissions, investigations, or breaches is handled in accordance with the Privacy Act 1988 (Cth) and relevant institutional privacy policies.

Access to copyright-related records is strictly limited to authorised personnel involved in academic, legal, or compliance oversight. All records are stored securely to protect against unauthorised access, alteration, or disclosure.

Information pertaining to staff or student involvement in copyright issues will not be disclosed to third parties without prior written consent, unless required by law or regulatory authority. Individuals are informed of how their personal information is managed and are entitled to request access to their records in accordance with applicable privacy laws.