



Royal International College

# **RTO POLICY MANUAL**

SRTOs 2015 and ESOS National Code 2018

**Royal International College**

RTO CODE: 46036 | CRICOS CODE: 04153F



# Copyright Policy

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## Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 1.3(b); 1.7; 2.2(a);
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

## Purpose

This policy has been developed to ensure that breaches of copyright law by RTO staff and students will be treated seriously as the risks that RTO faces because of non-compliance with copyright are severe.

- Staff may make copies of copyright print-based and graphic material for educational purposes under section 113 of the Copyright Act 1968.
- Staff may make copies of radio, television, satellite and cable transmissions for educational purposes under section 113 of the Copyright Act 1968.
- Use of copyrighted materials in breach of copyright laws will not be tolerated, so staff and students are expected to comply with all copyright laws, legal restrictions and obligations regarding the use of copyrighted material.

## Objective

The RTO supports the provisions of the Copyright Act 1968 (Commonwealth) that grants exclusive rights to copyright owners to use copyrighted material, including the right to reproduce or copy, publish, perform, communicate, translate or adapt the material, and encourages the legitimate use of copyrighted materials to enhance teaching and learning activities.



## Scope

This policy will apply to all current, prospective and previous students, staff and other RTO stakeholders.

## Procedures

### Breach of Copyright

Any copying that infringes the rights of copyright owners must not be stored, transmitted or made available on any part of the RTO's network- this includes infringing material transferred via peer-to-peer networks and material illegally copied from other media.

Staff and students should be aware that the ability to forward and distribute electronic messages and attachments significantly increases the risk of copyright infringement. Copying material to a hard disk or removable disk and printing or distributing copyright material by electronic means, may give rise to personal and organisation's liability.

### Copying Material

- Teaching staff may copy for teaching purposes:
  - One chapter of a book,
  - 10% of the pages (10% of the words if the work is in electronic form)
  - One article from a journal or newspaper (more if the articles are on the same subject matter in a special edition)
  - 15 pages from an anthology (for example: a collection of short stories)
  - All artistic work, for example: a diagram or photo (if the work is illustrating the text you are copying, or the work is not available for separate purchase)
  - 10% of a sheet music piece or play.
- Teaching staff may make multiple photocopies, email the material to students, place the material
- online or make up a course pack if they always attribute a person's work on the copy.
- Copying audio-visual, DVDs and Tapes for teaching purpose
- Teaching staff may copy:



- any program or film on TV or radio (including satellite and cable TV)
- any podcasts or digital files which have previously been broadcast
- Teaching staff may copy this material themselves and may use the material in their class or lecture, put the material on CDs and distribute them to their students, or use them online. Every hard copy distributed must be labelled with copyright details.
- Teaching staff may not copy or put online CDs or a film that they have personally hired or purchased. However, they can use them in class when teaching students as part of the course.
- Copying material from the internet
- Teaching staff should also check for any copyright statement on the web site about using material. Some sites allow more generous copying such as those marked: "Creative Commons".
- Copying more than these limits
- Staff may copy more than the limits listed above if:
  - They get written permission from the copyright owner (This could be the writer, the publisher, the Web site owner or the producer of a film.)
  - The copyright is owned by RTO
  - The copyright has expired (Copyright protection generally lasts for 70 years after the death of the author or the date of the first publication/performance, whichever is the latter.)
  - A book is out of print and cannot be bought in a reasonable time.

### **Continuous Improvement**

A summary of all copyright related matters will be presented as a part of the *Continuous Improvement Policy and Procedure* at the Management Meeting for review. The purpose of this is to ensure that management becomes aware of:

- repeat issues
- common threads relating to the general management and or safety of the staff and students and the services being provided.



- (when viewed collectively) any general adverse trend that needs correcting.

### **Confidentiality and Privacy Statement**

The RTO values and is committed to protecting the privacy of its staff. This policy has been developed to ensure that breaches of copyright law by RTO staff and students will be treated seriously as the risks that RTO faces because of non-compliance with copyright are severe. Stakeholders can get more information, by contacting us on our contact us email.

### **Publication**

This policy once approved, will be available to all students and staff by accessing RTO Intranet or on request. This policy will also be available through RTO’s website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

### **Other related policies and procedures**

Related policies	Student Support & Welfare Services Policy
Forms or other organisational documents	
Documents related to this policy	Student Handbook

### **Review processes**

<b>Policy review frequency: Annually</b>	<b>Responsibility for review: RTO Manager (CM)</b>
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Documentation and communication: Describe how the policy decisions will be documented and communicated

Version 5.0

- Major updates are made after an Internal audit
- The Policy is reviewed for grammatical errors
- The Policy is forwarded to all staff members via an email
- The Policy is uploaded to the website