

Copyright Policy and Procedure

1 Purpose and Objective

- 1.1 The Copyright Act 1968 (Cth) grants exclusive rights to creators and owners of copyright material. IIBIT staff and students are aware for specific obligations in regards to copyright and to ensure compliance with copyright laws.

2 Scope

- 2.1 This Policy applies to all staff and students with in IIBIT.

3 Policy

- 3.1 IIBIT supports and encourages the legitimate use of Third Party Materials to enhance the teaching and learning activities. However, IIBIT does not condone any activity which infringes the copyright or moral rights of any third party. All staff and students are responsible for observing copyright legislation, and any restrictions or obligations under any licenses or permission in their use of Third Party Material.
- 3.2 IIBIT will provide staff and students with information and resources to assist them in understanding and complying with their responsibilities in relation to copyright.
- 3.3 Respond appropriately to any alleged breaches of the copyright Act brought to the attention to IIBIT staff.

4 Procedure

- 4.1 All staff involved in the production, reproduction or delivery of teaching materials must be familiar with and meet their copyright obligations as detailed in the [copyright website](#).
- 4.2 Where seeking to rely on IIBIT's licences or exemptions, staff must pay particular attention to the limits on the amount that may be copied and the labelling requirements. Where a specific licence or permission has been obtained the copyright owner, staff are responsible for ensuring that their use complies with the terms of that licence or permission.

Note: the law requires that the following notice be A4 in size (297mm by 210mm).

COMMONWEALTH OF AUSTRALIA
Copyright Regulations
WARNING

Copyright owners are entitled to take legal action against persons who infringe their copyright. A reproduction of material that is protected by copyright may be a copyright infringement. Certain dealings with copyright will not constitute an infringement, including:

A reproduction that is a fair dealing under the *Copyright Act 1968 (the Act)*, including a fair dealing for the purposes of research or study; or

A reproduction that is authorised by the copyright owner.

It is a fair dealing to make a reproduction for the purposes of research or study, of one or more articles on the same subject in a periodical publication, or, in the case of any other work, of a reasonable portion of a work.

In the case of a published work in hardcopy form that is not less than 10 pages and is not an artistic work, 10% of the number of pages, or one chapter, is a reasonable portion.

In the case of a published work in electronic form only, a reasonable portion is not more than, in the aggregate, 10% of the number of words in the work.

More extensive reproduction may constitute fair dealing. To determine whether it does, it is necessary to have regard to the criteria set out in the subsection 40(2) of the Act.

A court may impose penalties and award damages in relation to offences and infringements relating to copyright material.

Higher penalties may apply, and higher damages may be awarded, for offences and infringements involving the conversion of material into digital or electronic form.

5 Roles and Responsibilities

5.1 Governance The CEO is responsible for the control and issuance of this policy.

6 Definitions

COPYRIGHT	Is a legal concept that gives the creator of an original work, exclusive rights to exploit the work for a limited time and prevent others.
EDUCATION PURPOSES	Means the preparation, teaching or administration of an award course.

MORAL RIGHTS

Are those personal rights conferred by Part IX of the Copyright Act 1968(Cth) in relation to literary, dramatic, musical or artistic works and cinematograph films.

TEACHING MATERIALS

Are the materials in any form prepared for the teaching of an award course or program that is offered or intended to be offered by the IIBIT. They include lectures notes, material, assessment materials, images, web content, etc

7 Associated Information

Related Documents	<ul style="list-style-type: none"> • Student handbook • Orientation kit
Related Legislation	<ul style="list-style-type: none"> • Copyright Act 1968 (Cth)
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	V2 19/02/15	Overall review
	V3 03/05/17	Formatting
	V3.1 09/08/19	Applied new template, plus minor editorials, GMASQA Approved