

Copyright

Action Checklist for Principals and Administrators in Victorian Government Schools

<input type="checkbox"/>	Staff have received copyright training and are aware of the Department's <i>Copyright Guidelines for Victorian Government Schools</i>
<input type="checkbox"/>	Staff understand the limits on reproducing and communicating copyright material under the educational statutory licences
<input type="checkbox"/>	Staff understand how to label material that is reproduced and distributed to students under the educational statutory licences
<input type="checkbox"/>	Staff understand what moral rights are, and how to take steps to avoid the infringement of an author or creator's moral rights
<input type="checkbox"/>	As part of induction processes, new school staff are advised that school equipment must not be used to infringe copyright
<input type="checkbox"/>	Staff responsible for placing material on the school's internet site, intranet, and the school's learning content management system have had access to training in managing copyright in the electronic environment and are aware of relevant Departmental guidance
<input type="checkbox"/>	Staff understand that students' retain copyright over their work, and that permission must be received from students before their work can be published, displayed on the internet or used in presentations outside the school environment
<input type="checkbox"/>	Students are made aware of what copyright infringement is, and that there are penalties for copyright infringement
<input type="checkbox"/>	Copyright Warning Notices are displayed near photocopy equipment, scanners and computers