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COPYRIGHT POLICY

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

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National Quality Standard (NQS)

Quality Area 7: Governance and Leadership

7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations

Children (Education and Care Services) National Law

168	Education and care services must have policies
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Introduction

Woden Early Childhood Centre (WECC) is responsible for managing its assets, including its intellectual assets, in such a way as to maximise their contribution to the goals of the organisation.

Subject to these responsibilities, WECC is committed to the widest possible dissemination of its ideas and findings where these may assist others.

Scope

This policy applies to families, staff and management of the Service.

Goals – What are we aiming to do?

The aim of this policy is to ensure that all parties are aware of the copyright status of any material and the appropriate use of copyright material.

Strategies – How will it be done?

Production of copyright material

- This policy will be available at all times.
- WECC will keep records of any discussions with any educators regarding any agreements as to the copyright status of any material.
- Contracts made by WECC with third parties shall specify in writing the copyright status of any material produced under that agreement.
- Material created by educators of WECC entirely in their personal time and not involving the use of WECC's facilities or materials shall be the property of the creator, and an individual's "personal time" shall mean time other than that for which they receive a salary (in the case of educators) or perform assigned functions (in the case of volunteers). Educators or volunteers who claim that educators were engaged in work during personal time where later confusion may possibly occur are encouraged to discuss this with the Nominated Supervisor or Director as soon as possible following the work being undertaken.
- With the exception of material created in personal time, all materials that result from activities carried out at WECC, or developed with the aid of WECC's facilities or educators, or developed through funds administered by WECC, shall be the property of WECC except by specific prior written agreement.
- Work by independent contractors shall be owned in accordance with the contract under which the work was created. WECC shall ensure that there is a written contract for work by an independent contractor specifying institutional ownership.
- Any dispute between WECC and its educators or volunteers, or between educators or between volunteers, on issues of copyright ownership shall be determined by the organisation's dispute resolution procedures.

Use of copyright material

WECC educators and volunteers are required to observe all applicable copyright laws and regulations. The Nominated Supervisor or Director is required to institute procedures that will ensure:

- all uses of copyright materials are recorded; and
- all compensable uses of copyright material are appropriately processed

Copyright on WECC materials

Materials produced by or on behalf of WECC may be copyright. Permission to reproduce such materials depends on the class/es into which they fall. An example of WECC copyright material is curriculum material.

All materials produced by or on behalf of WECC will be classified by the Nominated Supervisor or Director into one of the following classes:

- those materials that are copyrighted and that cannot be reproduced by any process other than for the purposes of and subject to the provisions of the Copyright Act 1968 and any licensing agreement between the user and WECC;
- those materials that are copyrighted and that may nonetheless be circulated and/or reproduced as long as any reproduction features specify credits and disclaimers;
- those materials that are copyrighted but may nonetheless be reproduced without conditions; and
- those materials that are not copyrighted.

The copyright policies of WECC are binding on all educators, whether paid or voluntary. The copyright policies of WECC, as amended from time to time, shall be deemed part of the conditions of employment of every educator and shall be included in the orientation material given to every volunteer. If these copyright policies are copied or reproduced, appropriate acknowledgement of the sources of the material must be provided.

It is the responsibility of the Nominated Supervisor or Director to ensure that the requirements of these procedures are reviewed every year by the Nominated Supervisor or Director and the Management Committee to ensure that WECC continues to comply with relevant state/territory or Federal legislation and/or regulation.

WECC portfolios

WECC produces secure online portfolios through OWNA. The portfolios document the development, experiences, interests, needs and interactions of each child throughout a calendar year. The portfolios are created for the express purpose of providing families real-time entries of their child's time at WECC.

To avoid confusion about the relationship between a WECC-produced material for portfolios and WECC's *Copyright* policy, WECC portfolios are created with the knowledge that the content will be eventually owned by the family.

WECC journals

WECC journals are displayed in public areas of WECC to provide families with information about their child's activities whilst in care at WECC. Journal content is copyright material of WECC and is not distributed to families unless it is included in the child's portfolio. Journals form part of WECC's documentation requirement for the *Children's Education and Care Assurance*. However, it should be noted that some elements of the journal may be shared with/included in a child's portfolio.

Evaluation

WECC will follow this policy in regard to all copyright material.

Related policies /documents

- *Nil.*

Statutory legislation and considerations

- *Nil.*

Sources and references

- *Nil.*

Authorisation

Jennifer Hayes
President
2019 WECC Management Committee