

Copyright Policy

1. Purpose and Scope

- 1.1 The Copyright Policy outlines how AIAT will comply with the provisions of the Copyright Act 1968 (Cth) (the Act). This includes compliance with statutory and commercial licences for the use of copyright material, and compliance with the terms of open licences such as Creative Commons, and open-source software licences. It should be read in conjunction with the Copyright Procedure.
- 1.2 This policy applies to all AIAT students, academic and non-academic staff and all members of Boards and Committees. They are collectively known as “user” or “users” in this document.

2. Definitions

Refer to *Glossary of Terms*.

3. Policy Statement

- 3.1 AIAT is committed to conducting its educational, learning, research and business activities in a manner that is compliant with the provisions of the Copyright Act, 1968 (Cth) (the Act) and other copyright licence agreements currently in force.
- 3.2 AIAT respects the rights of copyright holders, copyright law, and the obligations of content users under Australian Copyright Law.
- 3.3 AIAT is committed to responding to internal and external notifications of alleged copyright infringement in a timely manner.

4. Policy Principles

- 4.1 AIAT is committed to ensuring that its rights as an owner of copyright are appropriately protected and managed.
- 4.2 AIAT will support users to understand copyright, its obligations and responsibilities and how to protect copyright.
- 4.3 AIAT is committed to ensuring that the rights of copyright owners are not infringed.
- 4.4 AIAT encourages and supports the legal use of third party copyright content, either in digital, electronic or print format to enhance its educational, research and administrative activities.
- 4.5 Where possible, academic staff are strongly encouraged to first consider using Open Educational Resources.

- 4.6 Users must not use AIAT facilities or ICT systems and resources in a manner that infringes the copyright of a third party (refer also to the Acceptable Use of ICT Policy).
- 4.7 AIAT does not tolerate breach of copyright, including any use of its information and communications technology systems and resources that would breach copyright.
- 4.8 An allegation of breach of AIAT's copyright legislative and regulatory obligations will be reported to the CEO. Allegations of copyright breaches will be investigated as per the Student General Misconduct Procedure (for students) or the Staff Performance Management Policy (for academics, non-academics or Board or committee members).
- 4.9 Users must respect the Moral Rights of authors and appropriately attribute the authors of third party copyright content.

5. Roles and responsibilities

- 5.1 AIAT Board of Directors has a responsibility to take reasonable steps to:
 - 5.1.1 provide information and guidelines to AIAT staff and students addressing their copyright rights and responsibilities;
 - 5.1.2 develop, implement and support systems and processes that facilitate copyright compliance;
 - 5.1.3 ensure there are financial, structural and administrative procedures in place to meet its obligations under copyright legislation, and review and revise these as required;
 - 5.1.4 monitor external developments in relation to copyright, especially copyright legislation, to revise and update AIAT policies, practices and documentation to adequately reflect changes, and to raise awareness of any developments as appropriate; and
 - 5.1.5 ensure AIAT's corporate publications and information services, policies and facilities meet the requirements of the Copyright Act and are reviewed and revised periodically and as required.
- 5.2 CEO is responsible for
 - 5.2.1 responding appropriately to any alleged breaches of the Copyright Act brought to their attention or of which they become aware.
 - 5.2.2 Ensuring copyright issues are addressed when entering into agreements with outside organisations on behalf of AIAT.
- 5.3 Copyright Officer is responsible for
 - 5.3.1 providing guidance regarding copyright; and
 - 5.3.2 collecting correspondence relating to allegations of copyright infringement.
- 5.4 AIAT students, academic and non-academic staff and all members of Boards and Committees have a responsibility to
 - 5.4.1 make a reasonable effort to become aware of their rights and obligations in relation to copyright, including moral rights obligations;

- 5.4.2 adhere to the requirements of the Copyright Act, apply AIAT policies, practices and procedures when using copyright works;
 - 5.4.3 adhere to the terms and condition of any licence agreement with AIAT has entered into;
 - 5.4.4 ensure that any content downloaded from the internet or uploaded to websites that are hosted on any AIAT servers does not infringe copyright;
 - 5.4.5 consult with the CEO prior to entering into agreements with outside organisations on behalf of AIAT, particularly when third party copyright material has been used;
 - 5.4.6 report any alleged breaches of copyright of which they are aware to the CEO.
- 5.5 Academic staff are responsible for
- 5.5.1 checking and confirming the copyright compliance of resources used within their subject materials in each term of offering; and
 - 5.5.2 ensuring that digital copies of material copied under the statutory licensee must only be made available via the LMS.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Copyright Policy
Policy Reference No.	POL – 06
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 6.2.1.a
Related Documents	Acceptable Use of ICT Policy Copyright Procedure Intellectual Property Policy Staff Code of Conduct Staff Performance Policy Student Code of Conduct Student General Misconduct Procedure
Related Legislation	Copyright Act (1968) (Cth) Copyright Regulations 2017 (Cth) Disability Discrimination Act 1992 (Cth) Disability Standards for Education 2005
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: CQUniversity (2021) Copyright Policy Monash University (2019) Copyright Compliance Policy University of New England (2015) Copyright Policy

	University of Adelaide (2020) Copyright Compliance Policy Western Sydney University (2017) Copyright Policy
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Governance

6. Document Version Control

Document No	POL - 06	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Fixed Policy reference
Created Date	Dec 2021		