



**Sacred Heart  
Girls' College**

HAMILTON

## **POLICY 27**

### **CREATIVE COMMONS POLICY (GOVERNANCE)**

*The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.*

#### **1.0 Purpose and Scope**

Sacred Heart Girls' College (the College) wishes to encourage the open and free exchange of information, knowledge and resources, and support the collaborative production of copyright works that is freely available to all. The College encourages both staff and students to support free and open access to copyright works.

#### **2.0 Procedure**

Therefore, the Sacred Heart Girls' College Board of Trustees (the Board):

- 2.1 Recognise that the Board holds first ownership of copyright of works produced by the Board's employees in the course of their employment.
- 2.2 Applies by default a Creative Commons Attribution License to all teaching materials and policies in which the Board owns copyright.
- 2.3 May apply a Creative Commons Attribution Licence to other copyright works, aside from those described in (2.2), with the express agreement of the Principal.
- 2.4 May make exceptions to (2.2) at the discretion of the Principal. Any such exceptions should be limited by a specific time period and should consider the application of other, more restrictive Creative Commons Licences, as opposed to simply reserving all rights in a copyright work.
- 2.5 Will transfer to the original creator the copyright in created works licensed by the school under a Creative Commons Attribution or Creative Commons Share-Alike licence.
- 2.6 Does not make any claim over the ownership of copyright works produced by students. The copyright to these works remains with the creator.
- 2.7 Recognises that this policy only applies to copyright works, and not to any other forms of intellectual property.
- 2.8 Recognises that the copyright in works produced by an employee other than in the course of their employment by the Board of Trustees of the school remains the property of that employee. Where this is unclear, the process for dispute resolution, outlined below, shall apply.
- 2.9 Encourages teachers at the College to incorporate the teaching of copyright and Creative Commons as part of the digital citizenship curriculum.

### 3.0 Definitions

- 3.1 Creative Commons: An international non-profit that provides free open licences that copyright holders can use to share their work.
- 3.2 Teaching Materials: Copyright works produced by employees of the school for purposes of teaching.
- 3.3 Policies and Procedures: Copyright works that determine, and provide guidance around, a course of action adopted by the school.
- 3.4 Disputes: Where the first ownership of copyright in a given work is disputed or unclear the following process will apply:
- 3.4.1 In the first instance the dispute should be documented and presented to the school Principal.
  - 3.4.2 If the dispute is still not resolved then the documentation should be presented to the chairperson of the Board of Trustees.
  - 3.4.3 If the dispute is still not resolved following 3.1 and 3.2, mediation with an appropriate authority will be undertaken.

### REVIEW:

This policy will be reviewed by the Board of Trustees.

Review schedule: May Triennially

Review due next: May 2022

### REFERENCES:

- Copyright Act 1994
- <https://creativecommons.org.nz/wp-content/uploads/2013/11/schools-brochure.pdf>

*Approved by the Board of Trustees at the meeting held on 26/8 2019*

  
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**CHAIRPERSON**