

## 1. Creative Commons Copyright Policy – NAG 6

### Rationale

Royal Oak Intermediate School wishes to encourage the open and free exchange of information, knowledge and resources, and support the collaborative production of copyright works that are freely available to all. Royal Oak Intermediate School encourages both staff and students to support free and open access to copyright works.

### Guidelines

The Board of Trustees of Royal Oak Intermediate School:

1. Recognises that the Board of Trustees holds first ownership of copyright of works produced by the Board's employees in the course of their employment.
2. Applies by default a Creative Commons Attribution Licence to all teaching materials and policies in which the Board of Trustees of Royal Oak Intermediate owns copyright.
3. May apply a Creative Commons Attribution licence to other copyright works, aside from those described in (2), with the express agreement of the Principal.
4. May make exceptions to 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.
5. Will transfer to the original creator the copyright in created works licensed by Royal Oak Intermediate under a Creative Commons Attribution or Creative Commons Share-Alike licence.
6. Does not make any claim over the ownership of copyright works produced by students. The copyright to these works remains with the creator.
7. Recognises that this policy only applies to copyright works, and not to any other forms of intellectual property.
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 Royal Oak Intermediate remains the property of that employee. Where this is unclear, the process for dispute resolution, outlined below, shall apply.

### Definitions

**Creative Commons:** An international non-profit that provides free open licences that copyright holders can use to share their work.

**Teaching Materials:** Copyright works produced by employees of Royal Oak Intermediate for the purposes of teaching.

**Policies and Procedures:** Copyright works that determine, and provide guidance around, a course of action adopted by Royal Oak Intermediate.

### Disputes:

Where the first ownership of copyright in a given work is disputed or unclear, the following process will apply:

1. In the first instance the dispute should be documented and presented to the Principal
2. If the dispute is still not resolved then the documentation should be presented to the chairperson of the Board of Trustees for the Board's deliberation.
3. If the dispute is still not resolved following 1) and 2), mediation with an appropriate authority will be undertaken

Ratified by the Board

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Chairperson: George Woodward Date: 30/10/18

**Next Review** October 2019 or sooner if new information comes to hand.

**Review History:**

10/2015	30/10/2018					
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Review schedule: Triennially