

# Rangiora High School Board of Trustees



## Creative Commons Policy

### Preamble

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Rangiora High 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.

Under normal circumstances the copyright in works produced by staff in the course of their employment is held by the Board as the employer. The law does not allow the distribution of copies of copyright works to third-parties unless permission is obtained from the copyright holder.

This policy places defined works under a permissive Creative Commons licence with the intent of encouraging sharing and collaboration between staff and with teachers elsewhere. Rangiora High School encourages both staff and students to support free and open access to copyright works.

### Policy

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The Board of Trustees of Rangiora High 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 License (CC-BY) to all teaching materials and policies in which the Board of Trustees of the Rangiora High School owns copyright.
3. May apply a Creative Commons Attribution license 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 licenses, as opposed to simply reserving all rights in a copyright work. The reasons for the exception should be noted on file along with the date the work will be CC licenced. In some cases it may be appropriate to apply a more restrictive licence to a work including Attribution-Share Alike (BY-SA), Attribution-Non-commercial (BY-NC), Attribution Non-commercial-Share Alike (BY-NC-SA), Attribution-No Derivative Works (BY-ND) and Attribution-Noncommercial-No Derivative Works (BY-NC-ND).
5. Will transfer to the original creator the copyright in created works licensed by the Rangiora High School under a Creative Commons Attribution or Creative Commons Share-Alike license.

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 the Rangiora High School remains the property of that employee. If those works are later used as a teaching resource in the school, works used in this way must be clearly marked as Copyright, The Author, used at RHS by permission.  
Where this is unclear, the process for dispute resolution, outlined below, shall apply.
9. Encourages teachers at Rangiora High School to incorporate the teaching of copyright and Creative Commons as part of the digital citizenship curriculum.

## Definitions

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

**Licensing:** all published work should be clearly labelled using the appropriate definition from the Creative Commons License set.

**Policies and Procedures:** Copyright works that determine, and provide guidance around, a course of action adopted by the Rangiora High School.

**Teaching Materials:** Copyright works produced by employees of the Rangiora High School for the purposes of teaching.

**Work(s):** the output of any creative endeavor including literary, dramatic, artistic, typographical, musical, sound recordings, films and communications (broadcast).

## Disputes

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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 Rangiora High School Principal.
2. If the dispute is still not resolved then the documentation should be presented to the chairman of the Board of Trustees.
3. If the dispute is still not resolved following (1) and (2), mediation with an appropriate authority will be undertaken.

<b>Date Adopted by BOT</b>	19 February 2020
<b>Review Cycle</b>	Three yearly
<b>Review Date</b>	<b>February 2023</b>