

# Copyright Policy for Students



ABERDEEN COLLEGE®

**QA27**

## **Copyright Policy for Students**

**Review Date: March 2012**

## Copyright Policy for Students

### Purpose

The purpose of this policy is twofold:

- to ensure that the College takes all reasonable steps to protect the rights of third parties so they are not infringed by students or staff during their studies and/or use of College equipment
- to ensure material in which the College owns the copyright is used in an appropriate manner.

### What is Copyright?

Copyright is a right which arises automatically on the expression of an idea in a tangible form. An idea is not protected by copyright until it is recorded in some way, for example as a computer file, written down or drawn. It gives legal protection to the creators of certain kinds of works to prevent unfair use of the work.

### What Does Copyright Protect?

It protects:

- 1 Literary works e.g. books, newspaper articles, text on a website, course materials.
- 2 Sound recordings e.g. tapes, CDs, audio (MP3) files.
- 3 Films, including videos; broadcasts and cable programmes; and audio-visual files.
- 4 Artistic works e.g. paintings, photographs, technical drawings, maps.
- 5 Typographical arrangements e.g. a literary work outside the period of protection, if published, will be protected against copying of the layout or arrangement of text (by, say, a photocopier or scanner).
- 6 Dramatic and musical works e.g. operas, plays.

### How long does Copyright Protection last?

Generally, copyright lasts for a period of 70 years following the death of the creator. Copyright in the typographical

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arrangement of a literary work rests with the publisher for 25 years following the date of publication.

### What is Infringement of Copyright?

Copyright gives the owner of the copyright itself, usually be the person who created the work, the exclusive right to:

- 1 Copy the work.
- 2 Issue copies to the public.
- 3 Rent or lend the work.
- 4 Publicly perform, show or play the work.
- 5 Broadcast the work.
- 6 Change the work.

Unless you are the owner of the copyright, it is generally illegal to do any of the above unless you fall within one of a few exceptions and these are explained below.

### Guidelines

At Aberdeen College, we want you to get the maximum benefit from the equipment and materials provided, but you must comply with the law on copyright. As part of your course you will use copyright materials (such as text books, course material, electronic databases, and materials held within with VLE) and College equipment (such as computers, scanners and photocopiers) and in doing so you must not break copyright laws. If you are in any doubt, please talk to your lecturer or a College librarian. The College cannot be responsible for, or approve, any action by you which breaks copyright law.

Copying or making use of materials other than in accordance with this policy may lead to disciplinary action being taken against you. Wilful, serious and/or repeated breaches of this policy will be reported to the Associate Principal (Student Support Services) and may lead to you being excluded from the College.

Students should be aware that the College makes use of a plagiarism detection service. In detecting instances of plagiarism this system will also identify examples of breach of copyright or misuse of copyright material. In order to avoid

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issues arising out of both plagiarism and copyright breach (such as failure of assessment or disciplinary action), students should ensure that they abide by the guidelines below. Lecturing staff will be able to advise on appropriate practice and the use of an accepted system of referencing.

Below is a list of Do's and Don'ts to help you. You must never do anything listed as a Don't.

### Permitted Uses and Best Practice

#### Do:

- Review material to see whether it states what use you can make of it.
- Ask your lecturer or a College librarian before copying any material if you have any doubts about whether you are permitted to do so.
- Copy a very small part of a copyright work for your own research and private study (e.g. one page of a text book, a short paragraph from an article or journal).
- Check with your lecturer before making any copies of College course material. It will generally be permitted for your own research and private study.
- Quote a few lines from an article or book in your own work, as an example or illustration.
- Perform any musical or dramatic work when instructed to do so by your lecturer.
- Take notes in your own words in lectures and from books and other materials.
- Acknowledge and attribute the source and author of material used by you (e.g. give the name of the author and the book, journal, article etc from which the material was taken by you). Your lecturer will advise you on the accepted way of doing this.
- Use material from the Internet and other sources in any way which is expressly permitted by the author of the

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material. If it says on the site that you are free to copy and use the material you can do so, but please be careful about restrictions (e.g. for educational use only). Remember this does not include materials created by someone other than the owner of the site. If in doubt send an email to the owner of the site to check.

- Be careful when moving between sites using links. You must check each individual site for permission to copy.
- Be careful about including copyright works in your work portfolio, if in doubt check with your lecturer or a College librarian.

### Prohibited Uses

#### Don't:

- Make multiple copies of any copyright material (including College materials).
- Make further copies of third party materials which someone else has obtained i.e. don't copy a copy, unless you are sure you are entitled to do so.
- Incorporate material, including material from the Internet or e-mail, into any of your work except as expressly authorised by the author of the work or your lecturer.
- Download or copy any music (e.g. MP3 files) using College equipment. The network is monitored closely for this type of use.
- Download or copy audio-visual files (e.g. film clips, music videos) using College equipment. The network is monitored closely for this type of use.
- Download, print or re-use material from a website unless the site says you can do so. If there is a print or download button you can print or download one copy for your personal use.
- Copy or download computer software.



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- Pass to someone else your College course material or copies of them.
- Use on-line databases except as expressly authorised on the database; if in doubt, check with a College librarian.
- Scan copyright material using College equipment, except as permitted by the College CLA licence.
- Incorporate graphics, photographs, audio visual clips etc. in your own work unless you have clear permission from the copyright owner.

### Review

This policy should be reviewed at intervals of no more than 12 months and immediately on the College becoming a party to any licence agreement relating to copyright.

Status: approved by:	<b>Principal</b>
Date of version:	<b>March 2011</b>
Responsibility for Policy:	<b>Associate Principal (Student Support Services)</b>
Responsibility for Implementation:	<b>Teaching Staff; Head of Online and Information Services</b>
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