

Copyright Guidelines

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Document Name	Copyright Guidelines
Brief Description	These Copyright Guidelines helps ensure legal and ethical use of creative works by outlining rules for proper acknowledgement, licensing, and fair use, reducing legal risks and promoting respect for intellectual property.
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Version Control

Date	Version No:	Summary of Changes	Reviewer Name and Department/Office
8/9/2025	V1.0	New Document	Quality and Compliance Manager

Related Documents

Name	Location
Copyright Policy	Website and Shared Drive
Copyright Procedures	Website and Shared Drive
Copyright Agency	

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1 Summary

1.1 Purpose

The purpose of this Guideline is to provide a simple summary and overview of copyright principles to ensure that students and staff at Curtin College remain adequately informed.

This guideline was created in to ensure the use of copyrighted materials in educational settings, particularly in digital environments are used correctly.

2 Guideline Details

2.1 Copyright Duration

Copyright generally lasts for 70 years after the creator's death. After this period, the material enters the public domain and can be used freely.

2.2 Use of Copyrighted Material

Most materials (e.g., writing, images, music) are protected by copyright. Key considerations include:

- Type of material (text, image, film, etc.)
- Intended use (copying, sharing, republishing)
- Amount used (e.g., a section or full work)

Different rules apply depending on whether the material is used for teaching, study, publishing, or research.

2.3 Permissions and Exceptions

Do you always have to ask permission?

No. Exceptions include:

- Creative Commons and statutory licenses
- Use by students or individuals with disabilities
- Use of materials from websites that permit educational use.

How can I find copyright-free images?

Use [Creative Commons](#) resources. Tools like [CC Search](#), Google Images (with usage rights filter), and YouTube tabs are helpful.

Can I print an eBook?

It depends on the publisher's restrictions. You may print/download for personal use within the limits set by the eBook provider.

2.4 Educational Use and Student Responsibilities

Photocopying/Digitising for Study

Students may copy:

- 10% or one chapter of a hard copy book (whichever is greater)
- The entire book if it is out of print
- As much of an eBook as permitted by its license.

Using Materials in Assignments or Padlet

- On **password-protected platforms** (e.g., Moodle, Canvas):
Students may include fair portions of copyrighted content (images, videos, articles, etc.) that are lawfully available online.
- On **public platforms**:
Students may only include:
 - Their own creations
 - Photos they took (with consent)
 - Links or embedded links to online content
 - Creative Commons or government-licensed materials
 - Content with explicit permission

► **Always reference** the materials used (e.g., [APA 7th](#), [Chicago 17th](#)).

Selling Notes or Teaching Materials

You may take notes and share these with other College students for the purposes of group study and group assignments. However, present and past students are warned against selling the College teaching materials and their student notes online through commercial websites.

The College teaching materials include materials on Moodle (such as course readings, learning content, recorded learning experiences, curated learning activities and virtual laboratories). They also include the content of live learning experiences, exam materials, as well as assignment questions.

The copyright in all Curtin College teaching materials either belongs to Curtin College or is under licence or permission from other parties for Curtin College use only. Copyright even exists in the structure and layout of your course; the order of the words your tutors say; the notes and diagrams your tutors write on the whiteboard; as well as tutorial, assignment or exam questions. Permission is required to use or adapt copyright materials belonging to others.

Therefore posting student and exam notes and other such materials relating substantially to Curtin College courses on the internet and commercial websites will almost certainly be in breach of copyright law and [Curtin College's IT Acceptable Use Policy](#).

2.5 Infringement and Legal Risks

What happens if you use copyrighted work without permission?

If not covered by an exception, this is **infringement**. Consequences include:

- Takedown requests
- Financial penalties
- Legal action

2.6 Difference Between Copyright and Referencing

- **Referencing** acknowledges sources and avoids plagiarism.
- **Copyright** protects creators' rights and governs how content can be used.
- Students may use copyrighted works without permission **only within secure platforms** (e.g., Blackboard). Public sharing requires open licensing or permission.

2.7 Copyright Questions and Answers - Copying, adapting and Sharing Text and Images

There are special arrangements allowing teachers to copy, adapt, share and store text and images for their students. This Q&A gives general information not legal advice.

Question	Answer
Where can I copy from?	Anywhere, including from: <ul style="list-style-type: none"> ✓ books - print or eBook ✓ newspapers, magazines (print or online) <ul style="list-style-type: none"> ✓ online sources e.g. image, poem or worksheet from a website
What can I copy and share?	Anything comprising text and/or images, including: <ul style="list-style-type: none"> ✓ book chapter ✓ newspaper or magazine article ✓ worksheet, workbook, lesson plan, activity sheet, fact sheet, poster ✓ practice test, quiz <ul style="list-style-type: none"> ✓ photograph, illustration, graphic, chart, fine art
How can I share with students?	Many different ways, provided it's only for class, including: <ul style="list-style-type: none"> ✓ learning management system (e.g. Blackboard, Moodle) ✓ education platform (e.g. Google Classroom) ✓ shared drive ✓ interactive whiteboard ✓ printouts ✓ photocopies ✓ email ✓ read aloud (e.g. a poem or story to a class, including a remote class) ✓ show text or images (e.g. show a picture book to a class, including a remote class) <ul style="list-style-type: none"> ✓ a generative AI output that contains material created by a human author
Can I make changes to material I copy?	Yes, for example, you can change words on an activity sheet.
Can I use material in resources I create myself?	Yes, for example: <ul style="list-style-type: none"> ✓ images you find online ✓ activities copied from a book <ul style="list-style-type: none"> ✓ into a prompt for a generative AI tool, provided the copy is for school use only
Can I include in a recorded lesson?	Yes, for example: <ul style="list-style-type: none"> ✓ showing pages of a book to your students ✓ reading a poem from a book ✓ showing images to your students
Is there any text or image that I can't copy or share?	Don't copy a whole publication that you can buy, like a textbook.
Are there any ways I can't share?	Make sure that materials online are only accessible by your classes (which can include parents helping students e.g. with their homework).
What about school newsletters and websites?	These are different because they're for the broader school community rather than for students' education: see upcoming Q&A sheet for school newsletters and websites.

Further information and advice from the [Australian Copyright Council](#)

2.8 Copyright Myths - <https://www.youtube.com/watch?v=OK5IPAGKUQA&t=3s>

Source: <https://www.copyright.com.au/licences-permission/educational-licences/private-education-providers/>

3 Screenrights Licence

Under the Australian Copyright Act, educational institutions can copy and communicate programs from television and radio, provided they enter an agreement with Screenrights and have a licence.

The Screenrights license allows the College to copy from television and radio, and to put copied programs on an intranet, email them and manage them using a digital system such as Moodle. The licence also allows you to access content copied from television or radio by third party services, such as [Clickview](#), [TV4Education](#) and [Informit](#).

- With a Screenrights licence you can copy:
- Any program – including movies, current affairs, documentaries, news
- Any amount – copy five minutes or an entire drama, make one copy or 20, it's up to you
- Anywhere – make copies at home or in your library
- From any channel – copy from free to air TV, pay TV or radio
- From free to air broadcasters' websites or the broadcasters' official YouTube channels – copy broadcast material made available online by the broadcaster including podcasts and vodcasts or catchup TV
- From online simulcasts of broadcasts – including online radio
- In any format – copy or download and store digital copies on a hard drive or other devices
- From old copies – update your DVD (or VHS) copies by putting them in digital format

And make the following uses of your copies:

- Show them in class
- Keep them in the library as an ongoing resource
- Store them on a network for staff and students
- Email them to staff and students
- Show them on an electronic whiteboard

Access programs anywhere, anytime with [resource centres](#). Screenrights licenses third parties to make the copies for you, and to stream them to you. Services are available from Clickview, TV4Education, InfoRMIT and more.

Reference Screenrights.org

Copyright Q&As for School Teachers

Copying and sharing broadcasts under the statutory licence

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There are special arrangements under the [Statutory Educational Licence](#) allowing teachers to copy, share and store television and radio broadcasts for their students. [Screenrights](#) administers that statutory licence for the copying and communication of audio-visual material.

This Q&A sheet gives general information not legal advice. For details on getting advice, see page 2.

Question	Answer
Where can I copy from?	Any broadcast made in Australia, including from: ✓ free to air TV, pay TV and radio ✓ TV or radio broadcasters' catch-up websites or broadcasters' official YouTube channels
What can I copy and share?	Entire broadcasts or clips from broadcasts: ✓ films and television programs from a TV broadcast ✓ programs from a radio broadcast ✓ simulcasts of broadcasts
How can I share with students?	Many different ways, provided only for the class, including: ✓ learning management system (e.g. Blackboard, Moodle) ✓ shared drive or school network ✓ interactive whiteboard ✓ email ✓ licensed educational resource centres (see below)
Can I use material copied from broadcasts in resources I create myself?	Yes, for example: ✓ integrating clips into class presentations
Can I include material copied from broadcasts in a recorded lesson?	Yes, for example: ✓ playing a film or clip as part of a recorded lesson for homework or remote learning
Is there broadcast material that I can't copy or share?	Copies can only be made of broadcasts under the Statutory Educational Licence , it does not include copying commercially available DVDs or material made available through online video on demand services like Netflix.
Are there restrictions on the way I share?	Make sure that materials are only accessible by your classes and are used for educational purposes.
What are licensed educational resource centres?	Licensed educational resource centres are online subscription video services that copy broadcasts under the Statutory Educational Licence for use by teachers and students at licensed educational institutions. They include: <ul style="list-style-type: none">• ClickView• TV4Education• Informit EduTV• Wingaru• Understanding Faith

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4 Music Education and Training Licence

The Education and Training Providers Music Licence grants access to the Licensed Rights owned or administered by APRA, AMCOS, PPCA, and ARIA. This licence is available to registered training organisations and businesses that offer courses for education and/or accreditation, in accordance with the Terms and Conditions outlined in the Music Licence Agreement.

4.1 What Does This Licence Cover?

Under this **Music Education and Training Licence Agreement**, education providers can use music for the following activities:

1. Playing Music on Campus and at Education Provider Events:

- Live music performances and background music at ticketed concerts and events (like open days and student events), if the ticket price is \$40 or less.
- Live music and background music at graduation ceremonies with no ticket price limit.
- Background music in teaching spaces, offices, admin areas, and generally around campus.
- Telephone on-hold music (e.g., music callers hear when on hold).

2. Event Recordings and Audio-Visual Content:

- Recording events where music is played (e.g., concerts or ceremonies).
- Including music in audio-visual materials used in courses (like video lessons).
- Sharing those event recordings and audio-visual content securely with students and staff (including via secure online platforms).
- Streaming events on the education provider's own website.
- Posting certain event recordings to websites and social media pages.

The license covers live and recorded uses of music **within the educational context** on campus, during provider events (with some ticket price limits), and in online or recorded materials shared with students, staff, and the public through controlled channels.

4.2 Music Licence Question and Answers

The following is a summary from the APRA AMCOS FAQs. For more information please refer to the [APRA/AMCOS website](#)

Does Copyright Apply Online?

Yes. Just because content is on the internet doesn't mean it's free to use. Copyright laws apply to online material just as they do to books, CDs, or DVDs. For example:

- An MP3 on a website is protected just like a song on a CD.
- Downloading, copying, sharing, or uploading copyrighted material without permission may infringe copyright.
- Website operators can be held liable if they authorise or allow copyright infringement by users.

Can I Use a Small Portion of a Song Without a Licence?

No. Even using a small, identifiable portion of a song requires a licence. There is **no exemption** for short clips or samples under Australian copyright law.

Do I Need Clearance to Upload Other People's Music?

Yes. While APRA AMCOS has a licence agreement with **YouTube**, this **does not cover synchronisation rights** (i.e. using music in a video). To use music in a video, you should:

- Contact the copyright owner (usually a music publisher).
- Obtain synchronisation clearance before uploading.

What Does the Music Copyright Licence Protect?

It protects original works such as:

- Music and lyrics
- Sound recordings
- Literary, dramatic, and artistic works
- Films, broadcasts, and performances

It is **automatic and free**—you don't need to register it. Copyright gives creators exclusive rights to control how their work is used.

Who Owns Copyright?

- **Creators** are usually the first owners.
- Employers may own copyright if the work was created during employment.
- Governments may own copyright in works created under their direction.
- Commissioned works: The commissioner doesn't automatically own the copyright unless agreed in writing.
- Collaborations: Joint authorship may apply—written agreements are recommended.
- Sound recordings: The person or company funding the recording usually owns the copyright. Performers may also have rights (especially after 1 Jan 2005).

What Rights Does Copyright Give?

Copyright owners can control:

- Reproduction (e.g. copying music to a CD or computer)
- Publication (first-time release to the public)
- Public performance (live or recorded)
- Communication to the public (e.g. streaming, broadcasting)
- Adaptation (e.g. arrangements, translations)
- Rental of recordings

These rights are often managed by organisations like **APRA, AMCOS**, or music publishers.

How Long Does Copyright Last?

- Music and lyrics: Life of the creator + 70 years
- Unpublished works: 70 years from first public release
- Arrangements/translations: 70 years after the arranger/translator's death
- Published editions: 25 years from publication

After this period, the work enters the **public domain** and can be used freely.

4.3 Understanding AMCOS and APRA AMCOS

What is AMCOS?

AMCOS stands for the Australasian Mechanical Copyright Owners Society. It is the sole Mechanical Rights Organisation (MRO) for Australia and New Zealand. AMCOS:

- Licenses musical works to third parties.
- Distributes mechanical royalties to songwriter and publisher members.
- Is not a publisher or aggregator.
- **Offers free lifetime membership** to eligible music creators.

What Does APRA AMCOS Do?

APRA AMCOS is the combined trading name of:

- APRA – Australasian Performing Right Association
- AMCOS – Australasian Mechanical Copyright Owners Society

Together, they:

- Grant licences for live performance, broadcast, public playing, communication, and reproduction of music.
- Collect and distribute royalties to members and affiliated societies worldwide.

What Music Is Covered by an APRA AMCOS Licence?

Your APRA AMCOS licence covers most copyright music, **except**:

- Public domain music (no licence needed).
- Music where rights holders haven't assigned rights to APRA AMCOS or its affiliates.
- Royalty-free or directly licensed music.
- Grand Right works (e.g. musicals, operettas, ballets)—these require direct permission from the rights holder.

If you're unsure whether your music use requires a licence, contact APRA AMCOS for guidance.