



Introduction

This policy outlines the school's commitment to comply with copyright legislation and Ministry of Education guidelines. This policy is to be read in conjunction with the Creative Commons policy.

Because Middleton Grange is a State Integrated School, the Board requires that our Special Character Policy guides all aspects of this policy.

Guidelines

The school will comply with New Zealand copyright legislation including sections relating to educational and library use (Copyright Act 1994 (version 13/12/25) Education Section 44-49).

The school will purchase appropriate copyright licences where its use of copyright material exceeds that permitted under current legislation and the school will comply with the terms of these licences.

While acknowledging that the school cannot control all actions of its students, the school will endeavour to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

The school will set up copyright procedures within the school to facilitate compliance with this policy, including training and education of staff and the appointment of a staff member responsible for copyright.

The Ministry of Education has developed a website to support teachers in understanding their rights and responsibilities in protecting their own and others' ideas.

www.tki.org.nz/r/governance/copyright/

Student copyright: Students own all copyright for their own work, even if it was submitted as an assignment for schoolwork. This applies to artwork, photography, writing, coding, design work etc. The school must seek permission from students when artwork is displayed publicly (e.g. on new art website). Any proceeds from sold artwork belong to the artist (the student).

Employee copyright: All intellectual property created by employees (e.g. teachers) in the course of their employment, whether physically at school or at home, and whether during school hours or outside school hours, belongs to the employer (the Board). Please refer to the Creative Commons policy for further guidance.

MIDDLETON GRANGE SCHOOL BOARD	
copy of the Policy to be signed by the Board Presiding Member	
Name	
Position	Board Presiding Member
Signed on behalf and with the authority of the Board	
Date	February 2026
Next Review	February 2029