

1. Purpose

The purpose of this policy is to ensure that CAUDIT takes all reasonable steps to protect itself from exposure to legal liability through infringement of copyright.

CAUDIT is committed to ensuring that staff, committee members, and volunteers abide by copyright law. CAUDIT will take all reasonable steps to:

- ensure that users are informed of their legal obligations
- provide guidance and mechanisms to enable users to meet their legal obligations
- to prevent and rectify unlawful use of copyright material
- promote a positive ethical and compliance culture in relation to copyright

This policy is based on the following principles, which should be adhered to by all those responsible for the implementation of this policy and to whom this policy applies:

- CAUDIT encourages the pursuit of innovation in the support of teaching, learning and research and the use of information technology in achieving this
- CAUDIT is committed to providing guidance and education to staff, members representatives and other authorised users about lawful use of copyright material

2. Application

This policy applies to CAUDIT staff, Executive Committee and volunteers.

3. Exceptions

None.

4. Definitions

Author	the person who created the work
CAUDIT	The Council of Australasian University Directors of Information Technology Incorporated (NSW)
The Act	Copyright Act 1968 and subsequent Amendments
Copyright Permission/ Licence	written authorisation from the copyright owner/s for the use of their material. The use of copyright material under this permission or licence, must comply with the terms set out in the permission.
Volunteers	Those individuals appointed by CAUDIT to act on its behalf or carry out work on behalf of CAUDIT and/or its members (paid or unpaid).



5. Policy Statement

CAUDIT will take all reasonable steps to protect itself from exposure to legal liability from copyright infringement.

6. Use of copyright material

- 6.1 Copyright compliance is the responsibility of each individual.
- 6.2 Individual users will identify their use of copyright material to CAUDIT.
- 6.3 The individual user will obtain the relevant approvals and pay any associated fees with the use of the copyright material where the use is required for legitimate CAUDIT activities. E.g. As part of a CAUDIT Leadership Institute session.
- 6.4 Where appropriate, materials that are distributed by CAUDIT will be identified with the relevant creative commons logo indicating the permission limitations/freedoms of the material.
- 6.5 Where no creative commons logo is included on CAUDIT material, the user must seek copyright permission from the author.

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Access: Public

