

Policy and Procedure Register updates

Summary of changes to Use of ICT systems procedure

1. Reason for new/updated policy or procedure (select all that apply) <input type="checkbox"/> Change to legislation/delegations <input checked="" type="checkbox"/> Audit/review recommendation <input type="checkbox"/> Due for review <input type="checkbox"/> Change of policy/procedure requirements <input type="checkbox"/> Other		
<p>Additions have been made of copyright infringement responsibilities for employees and Principals. The proposed additions affirm the department's understanding of and the compliance to Queensland's commitment to implementing the Copyright Safe Harbours Scheme. As a directive Principals and employees will need to adhere and comply with their obligations and ensure this directive is followed under the Copyright Safe Harbours Scheme and the <i>Copyright Act</i>.</p>		
2. Summary of changes		
<p><i>Responsibilities</i></p> <p>Additional copyright infringement responsibilities have been included to clarify that employees and principals must not use ICT systems for copyright infringement, and Principals must ensure their school policy includes a 'repeat infringer' clause for copyright infringement violations with suspension consequences for repeat offences. Inclusion of repeat infringer statement to be included on the ICT User Agreement and the principal's discretion to determine what is a repeat infringement and the decision to suspend access. Principals will be required to check their school's website links to the DoE copyright statement. The inclusion of this addition complies with recommendations set out by the National Copyright Unit who have been elected by all schools as their representative under the scheme.</p> <p><i>Process</i></p> <p>Inappropriate use of ICT facilities and devices – addition of "or illegal".</p>		
3. Impacts to roles and responsibilities		
3.1 Does the new/updated content change staff roles/responsibilities <i>in any way</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
3.2 If yes, select the type of change (select all that apply): <input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Employees	Addition of copyright infringement responsibility for employees	2
Principals	Inappropriate use of ICT facilities and devices – addition of "or illegal"	3
Principals	Addition of copyright repeat infringement responsibility for Principals	3
4. Communication and support for implementation		
<p>Supporting material via a fact sheet will be provided for Principals, employees, Regional Managers, Corporate Managers, students etc, as well as the National Copyright Units Information sheet. Copyright statement on the department's website has been updated to include Safe Harbours Scheme (https://qed.qld.gov.au/copyright-statement). Communication of these changes will be shared via State Schools Update, OnePortal banners, News section on OnePortal, InsideITB.</p>		

For further assistance, please contact:

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