

## Policy and Procedure Register updates – Summary of changes to: Copyright procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The Copyright procedure supports the department's management of copyright material aligning with the <a href="#">Copyright Act 1968 (Cth)</a> and the Queensland Government's <a href="#">Information Access and Use Policy (IS33)</a>. It replaces the <i>Copyright and other intellectual property procedure</i>.</p>		
<b>2. Summary of changes</b>		
<p>The new procedure focuses on the creation, management and use of copyright materials. Key changes include:</p> <ul style="list-style-type: none"> <li>• a new section that supports the use of copyright in schools including examples of exceptions and educational licenses where approval from the copyright owner is not required</li> <li>• recommends that copyright materials uploaded to digital teaching environments be removed no later than 14 days after classroom use</li> <li>• clearly states what participating schools must record during copyright surveys</li> <li>• provides a more comprehensive list of considerations for using third-party copyright material</li> <li>• advises caution on using generative AI generated content and links to the relevant <a href="#">Copyright information</a> on OnePortal page</li> <li>• clearer process on how to manage external requests to use the department's copyright material</li> <li>• rationalises and clarifies existing roles and responsibilities to make them easier to understand</li> <li>• removes content about intellectual property that is unrelated to copyright or Indigenous Cultural and Intellectual Property (ICIP) rights.</li> </ul> <p>These changes aim to provide clearer guidance for staff, improve compliance with copyright legislation, and address specific requirements for educational and digital teaching contexts.</p> <p>The previous attachment <i>Moral rights consent form</i> is not used in the new procedure and will be removed from PPR.</p>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, select the type of change: <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input checked="" type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
All employees	Clarified requirements for handling copyright attribution, licensing and exceptions. Added more detailed requirements when considering ICIP rights and obtaining consent.	2

School employees	Responsibilities now include following relevant copyright exceptions in addition to licenses. Clarified requirements to participate in copyright sampling surveys.	2
Principals, directors and above	Responsibilities merged under a single section with duplicates removed. Clarifies responsibilities regarding approvals to use Queensland Government material by third-parties, recording significant copyright material in the intellectual property log and when to consult with the Copyright team. Clarifies that these roles act as copyright custodians.	2
Copyright team, Information and Technologies Branch	Clarified responsibilities to assist with external requests to use the department's copyrighted material and where deviations from Creative Commons licensing is required.	3

#### 4. Communication and support for implementation

Changes to the procedure have been communicated with the relevant stakeholders and consultation has occurred with subject matter experts and the relevant directors within Information and Technologies Branch (ITB).

Department wide communication of the procedure within OnePortal and ConnectEd will occur in consultation with ITB's communication team.

Current mandatory training will be reviewed to ensure it aligns to the procedure, in addition to training specifically for copyright custodians is being developed.

#### For further assistance, please contact:

For further information on copyright, please contact

Copyright team, Information and Technologies Branch

Email: [Copyright.ITB@ged.qld.gov.au](mailto:Copyright.ITB@ged.qld.gov.au)

For further information on ICT policies, procedures and standards, please contact:

Governance Risk and Compliance unit

Email: [ICTpolicy@ged.qld.gov.au](mailto:ICTpolicy@ged.qld.gov.au)