**Information sheet**

**Copyright school uniform logo**

School logos are artistic works in which the State of Queensland (the State) usually owns the copyright. The most obvious application of logos is on school uniforms. When schools engage persons to create new school logos they should always ensure that a written agreement is entered into whereby the State owns the copyright in the logo.

Only principals can authorise manufacturers to reproduce the school logo for the purpose of manufacturing of school uniforms. Parents and Citizens’ Associations (P&C) do not have the authority to authorise the use of the school logo.

The precedent Deeds of Licence, as per below, allow schools to licence a manufacturer to reproduce the school logo for the purpose of manufacturing uniforms and to restrict the retailers to whom the licensed manufacturers can supply the uniforms.

The three situations are:

1. the manufacturer itself sells uniforms to the public and no one else is permitted to retail uniforms ([school logo licence – option 1](https://ppr.qed.qld.gov.au/attachment/school-logo-licence-option-1.pdf)*)*

2. the manufacturer supplies to the P&C which sells uniforms to the public – no one else (including manufacturer) is permitted to retail uniforms ([school logo licence – option 2](https://ppr.qed.qld.gov.au/attachment/school-logo-licence-option-1.pdf))*.*

3. the manufacturer supplies uniforms to those retailers specified by the school – no one else (including manufacturer) is permitted to retail uniforms. This option could be used to permit P&C and other retailers to retail uniforms ([school logo licence – option 3](https://ppr.qed.qld.gov.au/attachment/school-logo-licence-option-1.pdf)).

Existing licence agreements may be either written or oral agreements. If the agreement does not clearly state the termination conditions, or it is an oral agreement where the terms are not clear, then the termination must be reasonable in the circumstances. If there is doubt, seek legal advice from the Legal Services Branch by emailing [advicerequest.LEGAL@qed.qld.gov.au](mailto:advicerequest.LEGAL@qed.qld.gov.au).

Where schools are purchasing the uniforms from a manufacturer as well as licensing the manufacturer to reproduce the logo then that school will need to comply with the department’s [Purchasing and procurement](https://ppr.qed.qld.gov.au/attachment/purchasing-and-procurement-procedure.pdf) procedure. Where the P&C is purchasing uniforms, the P&C will need to comply with the purchasing policies and procedures for P&Cs outlined on the [department’s website](https://education.qld.gov.au/parents/Documents/pc-purchasing-policy.doc).

Where a school is not purchasing the uniforms and is only authorising the reproduction of the logo by the uniform manufacturer (albeit with retailing restrictions), there is still a requirement for the school to [engage in the tender process](https://ppr.qed.qld.gov.au/pp/purchasing-and-procurement-procedure).

Schools should keep a current register of licences.

For further information, contact the Legal Services Branch by emailing [advicerequest.LEGAL@qed.qld.gov.au](mailto:advicerequest.LEGAL@qed.qld.gov.au).