



### ROCKHAMPTON GIRLS GRAMMAR SCHOOL

## Audio-Visual Viewing Policy

### PURPOSE OF THE POLICY

To offer audio-visual learning opportunities within the school environment, the facilitator needs to give careful consideration to the legal and moral obligations of ownership. This model for Audio Visual Viewing is to cover the viewing of film/cinematograph media.

### POLICY

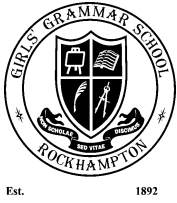
- RGGGS will adhere to copyright legislation and model responsible use of resources with respect for ownership.
- RGGGS participates in the Roadshow Public Performance Licence Agreement which allows the showing of films for non-educational purposes.

### PROCEDURE

Copyright right procedures need to be followed strictly to avoid the consequence of personal and corporate fines being imposed. All RGGGS staff need to be familiar with current Copyright procedures and practices.

Educational institutions are required to purchase a copy of the original or other such copies of an original source (if no longer in publication). Alternatively, staff are able to hire copies, personally or by using the school corporate card to allow clients to view programs within the classroom. There needs to be clear written documentation of the educational purpose for viewing of the material.

- 1. Label requirements** - Television programs required for class viewing can be copied outside the school surroundings but the copy must clearly show the 4 (\*) marked requirements on the label. e.g. TTN (10 Network) and ABC Educational and other programs can be viewed within the school provided each tape/CD/DVD has the tag visible with the following label requirements:
  - Name of the program\*
  - Time of the program\*
  - Date of the program broadcast\*
  - Channel of broadcast\*
  - Name of the institution / owner
  - Copied under Part VA, copyright, 1968
  - Date copy was made
- 2. Allowances**
  - Personal purchased (legitimate) copies of media can be viewed within the school environment for educational purposes but need to be clearly documented.
  - Recording of programs in personal homes are able to be viewed within the school environment but will need to be destroyed immediately after purpose of use. Staff may not use the media source within another educational institution.
  - Documented teaching programs need to be available upon request to show cause for viewing an audio-visual source.



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- All audio-visual media required for student viewing, above a G rating, must have written parental consent containing detailed information of the educational purpose and informed reasons behind the classification rating. *Refer attached Appendix A*

Trailers of all shows need to be captured and shown as this is a requirement of the Copyright Act to the Moral Rights of the creator, but they don't necessarily need to be watched by the viewing audience.

### 3. Co-Curricular / Roadshow Public Performance Licence Agreement

Roadshow Entertainment has entered an agreement with Australian Schools in the form of a Co-Curricular Licence. This licence permits educational institutions to screen films for non-educational purposes to students, staff and parents of the school for certain points not covered by the statutory education agreement.

Participation in this agreement allows schools to screen films

- At school for entertainment [lunchtimes, rainy days]
- On bus excursions where the school supplies the DVD [not the bus company]
- At school camps and excursions where the school provides the DVD [not the place of venue].
- At school care and holiday programs conducted at and by the school. Licence currently provides cover to venue whilst not accepting external clients. Check with RGGSLeadership & Copyright Manager if circumstances change.

Films covered by the Roadshow PPL/Co-Curricular licence must be produced and/or distributed by the following studios:

- Roadshow Films Pty Ltd [Village Roadshow, Roadshow Entertainment]
- Walt Disney [Buena Vista International, Buena Vista Home Entertainment Inc., Pixar]
- Warner Bros [Warner Bros Home Entertainment, MGM pre 1992]
- Paramount [DreamWorks, DreamWorks Animation, Paramount Home Entertainment]
- Universal International Pictures [Universal Pictures]
- Twentieth Century Fox International Corporation
- Sony Pictures Entertainment Inc. [Tristar Pictures]
- Icon [Dendy]
- Hopscotch [Hopscotch Entertainment]
- Hoyts

To ensure that a film is compliant with the licence, check on the film case cover or spine for the logo of companies listed above. Refer to the terms of the licence agreement at [roadshow.ppl.com.au](http://roadshow.ppl.com.au) for full details and restrictions.

#### Boarding Schools -

Screening of a film, for example, on a DVD in a boarding school by students for their own private purposes is permitted. However, to ensure that the purpose of the screening is for private purposes the DVD should be obtained (from legitimate sources) in the name of the student rather than the school. Games, internet, phone, playstations, etc and bought into the school by boarders will need further discussion with the RGGSLeadership Team.

### 4. Restrictions

- Burnt (illegal) copies of media cannot be viewed or stored within the school environment and such copies need to be disposed of immediately.
- Viewing of media should not be done for leisure or fill in lessons.
- Films may not be shown for fund raising purposes on school premises by staff, parents or student under the *Statutory Licence* scheme. To show films for fundraising purposes you must obtain permission from the relevant copyright owner. You can do this by obtaining them from a "non-theatrical" film distributor See **Film Sources** (below). Contact your [local copyright officer](#) if you need assistance with this.



### 5. Viewing movies in educational institutions

When offering students a viewing of selected movies, facilitators need to be aware of the required restrictions. Documented teaching programs need to be available upon request to show cause for viewing an audio-visual source and procedures followed regarding the ratings of the movies.

Primary sectors are able to view **G (General) rated** movies, or excerpts from G rated movies, without parent permission, **PG (Parental Guidance recommended) rated**, or excerpts from PG rated movies, with parental permission letters and **Educational** classified media; with informed teacher discretion. Educational classification must fall under a PG rating to be viewed. In the case that students are not permitted to watch PG movies, alternative titles should be made available for viewing to avoid discrimination claims.

Secondary sectors are able to view **G + PG rated** movies, or excerpts from G + PG rated movies, without required parental permission.

- **M (Recommended for mature audiences) classifications**, or excerpts from M Classifications, detailed permission letters need to be sent home for students in Yr 7,8, 9, and 10. *Refer attached Appendix A.*
- **MA15+ (Mature accompanied) classifications**, or excerpts from MA15+ classifications, require facilitators to obtain parental permission for students in Yr 11 and 12. Facilitators also need to be aware of the ages and birthdates of clients that they want to view the movie as some may be of a younger age group. *Refer attached Appendix A.*
- **Educational** programs of a graphic nature can be viewed by students in Yr 11 and 12 under informed teacher discretion. A majority of educational programs are unclassified but are generally screened within the age group viewing times, again informed teacher discretion is advisable. In the case that students are not permitted to watch the offered rated movies, alternative titles should be made available for viewing to avoid discrimination claims.

**MA** classified movies may be viewed by Yr 11 and 12 at the discretion of the school leadership team in consultation with the class teacher. The decision to allow viewing of MA ratings requires the team to be explicit in their reasoning and show clear and concise details in parent correspondence.

Programs over **M** classification are prohibited and should not be viewed within any educational setting. Parental letters of permission do not offer exemptions from this ruling.

### 6. Rating requirements

The **Office of Film and Literature Classification** Australia is a statutory censorship and classification body which provides day to day administrative support for the Classification Board which classifies [films](#), [video games](#) and [publications](#) in [Australia](#), and the Classification Review Board which reviews films, computer games and publications when a valid application has been made. <http://www.classification.gov.au/>



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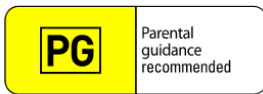
### Film and video game classifications



**E (Exempt from Classification)** these films may be sold without a specific classification. Only very specific types of material (including educational material and straight records of artistic performances) can be exempted from classification, and the material cannot contain anything that might lead to an M rating or higher.



Very mild content.



Mild content. PG was previously G8+



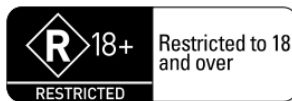
Moderate content. M was previously M15+.

### Restricted

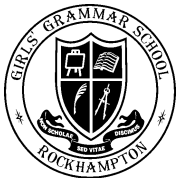
By contrast, the classifications below are legally restricted—i.e., it is illegal to sell or exhibit materials so classified to a person younger than the respective age limit.



**Strong content** - People under 15 must be accompanied by a parent or adult guardian for the duration of the film in a cinema or when buying or hiring these films or computer games.



**High impact content** - People under 18 are not permitted to see these films in a cinema or buy or hire them. The R18+ classification applies to film only.



Est. 1892

## Audio-Visual Viewing Policy

This notice must be displayed at all **audio-visual** copying devices and on any copied viewing or listening source.

### PREScribed FORM OF NOTICE FOR SECTION 104B OF THE **COPYRIGHT ACT 1968** IN RELATION TO THE COPYING OF AUDIO-VISUAL ITEMS

COMMONWEALTH OF AUSTRALIA

*Copyright Regulations 1969*

#### WARNING

Copyright owners are entitled to take legal action against persons who infringe their copyright. Unless otherwise permitted by the *Copyright Act 1968* (the Act), unauthorised use of audio-visual items in which copyright subsists may infringe copyright in that item.

It is not an infringement of copyright in an audio-visual item to use that item in a manner that is a fair dealing under section 103C of the Act.

Section 103C of the Act relates to fair dealing for the purpose of research or study and sets out the matters that must be considered in determining whether a reproduction of an audio-visual item is a fair dealing.

A court may impose penalties and award damages in relation to offences and infringements relating to copyright material.

Higher penalties may apply, and higher damages may be awarded, for offences and infringements involving the conversion of material into digital or electronic form.

<http://www.smartcopying.edu.au>

#### POLICY RELEASE DETAILS

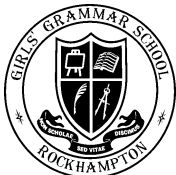
<b>Date of Policy</b>	September 2011
<b>Reviewed by</b>	RGGS Executive in consultation with Librarian/Copyright Officer
<b>Review Date</b>	Annually
<b>Access</b>	Public Availability – RGGS Website

#### RELATED POLICIES AND DOCUMENTS

RGGS Student Parent and Staff Handbooks

RGGS Values Statement

RGGS Copyright Policy



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## APPENDIX A

## Audio-Visual Viewing Policy

### RGGS Audio-Visual Viewing Permission Request

Teacher: *[type name]*      Subject: *[type subject]*      Yr Level: *[12]*

Date of Viewing:    /    /

Dear Parent / Guardian

This letter is being sent home in order to ask permission for your daughter, \_\_\_\_\_, to be able to view the movie *[type movie title]*.

The purpose for viewing this *[type rating]* rated movie *[type justification to viewing film as subject material]*. The movie contains some *[type what - adult language, ideas, and scenes]*.

Please indicate in the appropriate box below informing us whether or not your daughter has your consent to participate in viewing this movie and date and sign your name. If you are not able to give your consent, alternative arrangements will be made for your daughter.

Thank you for your assistance and please feel free to contact me with any questions or concerns at *[Type phone number of librarian or individual teacher]*.

Sincerely

*[Type name]*

.....  
***[Cut and return to class teacher or student services]***

Name of Student: ..... Year Level .....

Yes, my daughter has my permission to view *[type movie title]*.

No, my daughter does not have my permission to watch *[type movie title]* and alternative arrangements will be made for her by the teacher.

\_\_\_\_\_  
Parent Signature

\_\_/\_\_/\_\_  
Date