

-----Original Message-----

From: DoE Mail
Sent: Tuesday, 17 July 2007
To: DL All School Principals; DL All Assistant and Campus Principals; DL All Schools; DL All Corporate (new); DL All School Council Presidents; DL School Services Officer A-H; DL School Services Officer I-P; DL School Services Officer Q-Z; DL All Business Managers; DL TSP All Technicians; DL School Technicians; DL All HRMS Users; SDL OHS Reps; DL Learning Technology Co-ordinators
Subject: B27-2007 DoE MAIL Bulletin for week ending 20 July 2007

Department of Education – Victoria

For all schools and principals

S242-2007 Copyright Guidelines, Information Kits & Webpages

Main Points

- The way we use copyright material has become more important in recent years, because the technology to facilitate the copying and distribution of print and electronic copyright material is now widely available.
- It is important that school staff understand how to use copyright material – so that we can avoid copyright infringement, manage our copyright costs effectively, and make the best use of copyright material to support curriculum delivery.
- DoE copyright webpages containing information for school students, staff and administrators are available at: <http://www.education.vic.gov.au/management/governance/copyright>, and a copyright 'helpdesk' can be accessed by emailing copyright@edumail.vic.gov.au.
- Schools will receive Copyright Information Kits in the week beginning 16 July 2007. The Kits include posters and copies of the *Copyright Quick Reference Guide for Victorian Government Schools*. More detailed information on copyright management is contained in the *Copyright Guidelines for Victorian Government Schools* which may be accessed from the DoE copyright webpages.

Actions Required

- Principals are encouraged to display the copyright posters in schools, and to distribute the *Copyright Quick Reference Guide for Victorian Government Schools* widely to teachers and librarians.

Critical Dates

- The new DoE copyright webpages will be available from Monday, 16 July 2007.

Additional Information

- A limited number of additional Information Kits and copies of the *Copyright Quick Reference Guide for Victorian Government Schools* may be obtained by emailing copyright@edumail.vic.gov.au.

Gail Hart

General Manager

Corporate Services Division