

**CHECKLIST for PRIVACY, INTELLECTUAL PROPERTY AND
COPYRIGHT**

Essential processes	
Ensure all details on the consent forms are up-to-date and accurate each time they are use. Attach a covering information letter providing details of the particular project if appropriate.	
Consent form for recording, copying and communicating and using work samples signed by all students involved in the pilot and/or appearing in recordings and their parents. Forms to be filed appropriately.	
Consent form for recording, copying and communicating signed by all teachers and other staff involved in the pilot and/or appearing in recordings. Forms to be filed appropriately.	
3 rd party consents have been sought and given where appropriate (templates for student or teacher use). http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/ict/studpermission3rdpartycopyltr.doc http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/ict/permissioncopyrightltr.doc Forms to be filed appropriately.	
All persons appearing in any recordings or samples of work have been attributed in the credits.	
Further resources	
Working with the Web site includes information and resources on copyright for schools. http://www.education.vic.gov.au/management/elearningsupportservices/www/default.htm	
Frequently Asked Questions on copyright for schools http://www.education.vic.gov.au/management/governance/copyright/faq.htm	
Copyright Guidelines for Victorian Government Schools https://www.eduweb.vic.gov.au/edulibrary/school/stratman/copyright/copyrightguidelinesforschools.pdf	
Intellectual Property and Copyright Guidelines https://www.eduweb.vic.gov.au/edulibrary/school/stratman/copyright/guidelinesipandcopyright.pdf	
The Smartcopying web site has clear authoritative advice, resources and information sheets for schools in relation a range of copyright issues. http://www.smartcopying.edu.au	