



ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

PROTECTION AND SHARING OF INTELLECTUAL PROPERTY (CREATIVE COMMONS) POLICY

Outcome statement

The board enables and encourages sharing and collaboration between teachers | kaiako by recognising and removing legal barriers that exist to the sharing of learning resources and other materials created by school | kura staff | kaimahi in the course of their employment.

Scoping

The Copyright Act 1994, section 21(2) recognises the copyright ownership rights of school | kura boards of works produced by their employees in the course of their employment. By licensing its copyright, the board is giving permission in advance for others to copy and share learning resources developed by its employees and owned by the board.

Delegations/responsibility

The board delegates to the principal | tumuaki the responsibility to:

- Apply by default a Creative Commons Attribution License to all teaching materials and policies in which the board owns copyright
- On a case-by-case basis, transfer copyright to the original creator. The legal ownership of the project is handed to the person who created it, provided they agree to share it openly with the world under the Creative Commons Attribution-ShareAlike (CC-BY-SA) license.
- Ensure that all staff | kaimahi are aware of the terms of this policy and how it relates to teaching resources they develop in the course of their employment at the school | kura

Limitations and expectations

The board:

- Does not make any claim over the ownership of copyright works produced by students | ākonga – the copyright to these works remains with the creator
- Recognises that this policy only applies to copyright works and not to any other forms of intellectual property
- Recognises that the copyright in works produced by an employee other than in the course of their employment by the board remains the property of that employee – where this is unclear, the process for dispute resolution outlined below shall apply

Resolution of disputed copyright ownership

Where the first ownership of copyright in a given work is disputed or unclear, the following process will apply:

1. In the first instance, the dispute should be documented and presented to the school

| kura principal | tumuaki

2. If the dispute is still not resolved, the documentation should be presented to the presiding member of the board
3. If the dispute is still not resolved following steps 1 and 2, mediation with an appropriate authority will be undertaken

Steps 1 and 2 can be replaced with the school's | kura complaints resolution process, where appropriate.

Definitions

Creative Commons Aotearoa: The New Zealand affiliate of an international non-profit movement that provides free open licenses that copyright holders can use to share their work.

Teaching materials: Copyright works produced by employees of the school for the purposes of teaching.

Copyright works: original literary, artistic, musical, and dramatic works, and other works protected under the Copyright Act 1994 (NZ), including but not limited to written materials, teaching resources, worksheets, lesson plans, assessments, presentations, digital content, photographs, audio-visual materials, software, and online learning resources created by staff in the course of their employment.

Associated Legislation

[Copyright Act 1994](#)

Further Information

- <https://creativecommons.org/cc-licenses/>
- <https://creativecommons.org/about/videos/creative-commons-kiwi/>

Monitoring

Any matters or risks in relation to this policy shall form part of the principal's | tumuaki report to every board meeting, taking care that individual students | ākonga cannot be identified. The board shall monitor the protection and sharing of intellectual property in order to identify any risks or issues that require governance action.

Approved: 10 October 2023	Reviewed 11 August 2026
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