

Copyright Compliance Guidelines for QUT Learning Management Systems

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What is QUT Blackboard used for?

QUT Blackboard is a central Learning Management System (LMS), which provides staff and students access to learning resources.

QUT Blackboard compliance

Ensuring QUT Blackboard unit sites are compliant with QUT policy and the university's legal obligations is the responsibility of all staff.

It is important to recognise and acknowledge the moral rights of all creators. The University Copyright Officer can assist in ensuring such rights are recognised.

Staff must keep accessible records of all licensing information and permissions obtained for use of materials provided by third parties. See: [Where to Keep Permissions](#). Published materials must be provided through the centrally managed system, QUT Readings. See: [QUT Readings](#).

Content that can be uploaded to QUT Blackboard:

1. Any document procured under the Harvard Business School Publishing agreement. This applies only to the Science and Engineering Faculty (SEF) and the QUT Business School;
2. Content where the copyright is owned by the staff member uploading the content;
3. Content used with the written permission of the copyright holder for specific use on the LMS (QUT Blackboard);
4. Content available under an open licence (e.g. Creative Commons); and
5. Content which is out of copyright, or where copyright has expired (e.g. it is in the public domain).

1. Harvard Business School Publishing Agreement

The Harvard Business School Publishing Agreement (HBSPA) is an agreement between the Harvard Business School and QUT regarding the use of Harvard Business School content on an institutional LMS. This agreement applies only to QUT staff and students of SEF and the QUT Business School.

This agreement specifies that Harvard Business School content used on the QUT LMS must adhere to the following:

- Not be altered without the permission of the Harvard Business School. The exception to this is for pagination footers;
- Teaching notes are not to be disseminated;
- All files posted for student use must be watermarked and locked to prevent copying and editing;
- Any cases notified by the Harvard Business School as being withdrawn must be removed from the LMS; and
- Social Digital Rights Management (DRM) must be retained on each page of a file.

For more information about using the HBSPA please contact QUT Business School [Liaison Librarians](#).

2. Content Owned by Staff Members

Where staff members own copyright in the work, they have the right to make use of this work. It is important to note that staff may not own copyright to their published work e.g. if they have assigned the copyright to a publisher; or, if the work is jointly authored, the staff member may not have retained the right to provide an online copy via QUT Blackboard.

If the work was authored in the course of employment, the employer may own the copyright. Work produced at QUT can be uploaded to QUT Blackboard. Work produced while working for another employer may require the permission of that employer. It is the staff member's obligation to ensure that if they place content on QUT Blackboard, they have the right to do so.

3. Permissions

Content made available online may include a written disclaimer outlining certain uses that can be made of the copyright content. An example of this is a disclaimer which allows institutions to make use of the work for educational purposes. With such a disclaimer, staff may consider this permission sufficient to provide the content on QUT Blackboard. If there is no relevant licence or disclaimer that allows the content to be used on QUT Blackboard, or the staff member is uncertain, staff must seek permission from the copyright holder. Staff can use the following:

- QUT student works - [QUT Student copyright clearance form](#)
- Other works - [QUT Copyright Permission Request Template](#)

3.1 Where to Keep Permissions

Permission should be retained for record keeping purposes. Records of permissions should be stored in the Copyright Permissions content area on your Blackboard site. See: [Add a Copyright Permissions Content Area](#); or for assistance, contact the Copyright Compliance Officer.

4. Open Licences

Content that is openly licensed may be made available via QUT Blackboard. Open licences, such as Creative Commons (CC) licences provide permission for content to be freely used. It is the staff member's obligation to ensure these works are used in accordance with licence terms and conditions.

Licence guidance is provided by CC Australia: <http://creativecommons.org.au/learn/howto/>.

5. Content in the Public Domain

In Australia, copyright lasts for a maximum of 70 year plus the life of the author. A table regarding the type of copyright work and whether or not copyright still subsists in the work, is located in the [QUT Copyright Guide](#).

Once copyright has expired, the works are considered to be 'out of copyright' or 'in the public domain'. This means that staff of QUT can freely make use of the works.

6. Presentations and Video Content

Presentations and video content are subject to the same copyright rules listed in [Content that can be uploaded to QUT Blackboard](#). Presentations or video content must be used with an appropriate licence or permission.

For more information on what content is appropriate and how it can be used, please consult the [Quick Guide to QUT Blackboard and Copyright](#).

QUT Readings

QUT Readings is the reading list management system that QUT staff use to create reading lists for units. Reading lists are made available to students within the unit's QUT Blackboard site and can also be accessed directly via QUT Readings.

For information see: [QUT Readings](#).

A link to QUT readings is provided within all QUT Blackboard unit sites. All readings intended for use in the unit should be made available via QUT readings. For the exceptions to this, please observe the five types of content that can be uploaded directly to QUT Blackboard in '*What content can be uploaded to QUT Blackboard*' section of this guide.

For more information, please contact the [University Copyright Officer](#).

Relevant Policies and Guides:

D/3.1 Intellectual Property: http://www.mopp.qut.edu.au/D/D_03_01.jsp

F/5.1 Copyright: http://www.mopp.qut.edu.au/F/F_05_01.jsp

QUT Copyright Guide: <http://www.library.qut.edu.au/copyrightguide/>

Copyright and QUT Blackboard: <https://qutvirtual4.qut.edu.au/group/staff/teaching/teaching-with-technology/copyright-and-policies/copyright>