

### **What is meant by the term 'Digital Copy'?**

We mean the result of either copying from Digital Material (sometimes called 'digital-to-digital copying') or scanning from print originals (sometimes called 'print-to-digital copying'). The term 'Digital Copy' applies to both.

### **What is meant by the term 'Digital Material'?**

Publications created and distributed in electronic form including material published on a website.

### **Will all Digital Material be available to copy/re-use under the new licence?**

Inclusion of any Digital Material in the CLA licence is reliant on its publisher having 'opted in' to the licence. Note that only text and still images will be covered by the licence.

### **How do I check whether a publisher of Digital Material has opted into the licence?**

By consulting our List of Participating Digital Material Publishers and supporting material, which will be posted on CLA's website in advance of the rights being available.

### **What about Digital Material published outside the UK?**

CLA has an on-going programme to obtain reciprocal agreements with our sister societies overseas. This means that there is a substantial amount of Digital Material published outside the UK that can be re-used under the licence. Please see the International section of our website for further details.

### **Who in the school is permitted to create and distribute copies of Digital Material?**

Teachers and administrative/managerial staff of the school may create (or authorise the creation of) copies of Digital Material (and, as is already the case, scan from print originals to create Digital Copies). Pupils may create digital copies from either print originals or Digital Material only under the direction of a teacher or other relevant member of school staff.

### **What am I permitted to do with paper copies?**

Copies may be given to those pupils and their parents/guardians, teachers and other teaching staff (including teaching assistants), administrative/managerial staff of the school, and governors.

### **What am I permitted to do with digital copies?**

Digital copies may be sent by email to authorised users of the schools secure network, stored within the schools IT system or VLE for the duration of the academic year, displayed on interactive whiteboards and included in teacher generated teaching material. At all times copies must carry a note of their source and the author's name, if known.

### **What is meant by the term 'Secure Network'?**

A password-protected network (either a standalone network or a virtual network within the Internet) which is only accessible to persons approved by your school and where their identity is authenticated at the time of log in. The licence does not apply to networks shared between schools but only to a schools individual network.

**Our pupils, parents, teachers and other staff are able to access our secure network from home. Will the licence permit remote access to re-used Digital Material?**

Yes. As is already the case for scanned copies, anyone who has access to your school's secure network is free to access Digital Material copied under the licence, wherever they are. Outside the school premises, teachers and other staff may print out as many copies as they require remotely (always subject to the usual limitations of the licence – i.e. not exceeding the number of copies needed to ensure that each pupil in a particular class, plus the teacher, has a copy; or, for meetings, to ensure that each attendee has a copy). Pupils accessing remotely may print out one copy only of the material required.

**I have ascertained that the website I wish to use is under the control of a Participating Digital Publisher and includes material other than text or still images that I also wish to use. How do I go about obtaining permission to use these?**

Types of material other than text or images (e.g. moving images, video, sound clips or interactive games) will not be covered under the licence. However, to obtain permission to use such material you will need to contact the rights holder directly, in the same way that you currently would.

**Some of the websites from which I draw material, already state that I can re-use them for teaching purposes. How will the new CLA licence affect this?**

Provided that a website has a clear statement to this effect, you may re-use the material in accordance with its terms. Remember that this automatic right to re-use may not extend to all the material included on a website, so make sure you check the statement and terms carefully.

**What proportion of the material will I be permitted to re-use from an electronic publication or from a particular website?**

CLA recognizes that digital material is not always organized in the same way as a printed publication and so, in these cases, the standard limits (e.g. a chapter, article or 5%) are not always practicable. We advise that, where Digital Material is not divided into separate sections, you ensure that any re-use is limited to reasonable extracts that are as far as possible equivalent to the standard limits, but in all cases remembering that use of the licence should not substitute for the purchase of original material.

**How will CLA be able to find out what material or websites are copied for the purpose of paying rights holders?**

We are working in consultation with a sample group of local authorities and schools to develop a reporting system that will be simple and easy to use. We will provide further information about this over the coming months.

**How can I find out more about the licence?**

Please contact our Customer Services Team by telephone on 020 7400 3121 or e-mail at [education.customers@cla.co.uk](mailto:education.customers@cla.co.uk)

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