



Policy Category:	Administrative Policy
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Hocking College will respect all copyright rights including:

- the rights of owners of third party material used in teaching,
- the rights of students in all material they create in and for the school assignments,
- the College maintains ownership in materials created by employees in the course and scope of employment at the College, these materials are property of the College.

The College will comply with copyright legislation and purchase appropriate copyright licenses when needed.

While acknowledging that the school cannot control all actions of its students, the College will endeavor to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable data.

The College will establish copyright procedures within the school to facilitate compliance with this policy, including training and education of staff.