

Copyright Compliance Policy

Purpose

Academic Bridge respects intellectual property rights and complies with copyright law. All staff and students are expected to use materials responsibly to support learning and teaching while avoiding infringement.

1. Use of Copyrighted Materials

Staff and students may only use copyrighted materials when:

- Permission has been granted by the copyright holder.
- The material is used under a valid licence.
- The use falls within permitted educational purposes.

Copyrighted materials include, but are not limited to:

- Coursebooks and textbooks
- Photocopies and scanned resources
- Online articles, videos, and multimedia content
- Teacher-created materials and assessments

2. Staff Responsibilities

Teachers must ensure that:

- Weekly quick tests, skills assessments, and handouts comply with copyright rules.
- Materials used in lessons or distributed digitally are legally authorised.
- Students are guided on proper use of copyrighted materials.
- Resources from publishers are not reproduced excessively or shared outside the school without permission.

3. Student Responsibilities

Students must:

- Not copy, distribute, or publish course materials without permission.
- Respect the intellectual property of textbooks, online resources, and other materials.

- Use materials only for study and assessments within Academic Bridge.

4. Compliance

Violations may result in:

- Warnings
- Loss of access to school resources
- Academic or disciplinary action

This policy is included in **staff and student handbooks** to ensure awareness and consistent compliance across Academic Bridge.