

Schools Surveys – Protocol for Classifying and Monitoring Devices

1. It is agreed that the current Guidelines for the Copyright Survey Coordinator do not reflect the current practice and need to be revised to reflect the protocol set out below.
2. The purpose of the protocol is to adapt the survey in each school to the actual practices in the school to avoid full monitoring on devices which are not used or very occasionally used for Published material.
3. Prior to a survey commencing at a school the Copyright Survey Coordinator will work with the Survey Manager to identify those devices that are to be excluded, not monitored and monitored in accordance with this protocol.

4. Classification of Devices

4.1 Photocopying devices and MultiFunction devices will be classified as follows:

- (a) Monitored; or
- (b) Unmonitored.

4.2 Stand alone printers and scanners will be classified as follows:

- (a) Unmonitored; or
- (b) Excluded.

5. Monitored Devices

Photocopying devices and Multifunction Devices which are used on a regular basis to photocopy, scan or print Published Material will be classified as 'monitored'. All photocopying, scanning and printing on these devices must be recorded on a Published Material Form or Unpublished Material Log.

6. Unmonitored Devices

- (a) Unmonitored devices are devices which are:
 - (i) Located off the school premises;
 - (ii) Used almost exclusively by students; or
 - (iii) Used primarily but not exclusively for photocopying, printing or scanning of Unpublished materials.
- (b) Where Published Material is photocopied, printed or scanned on any unmonitored device, by or on behalf of teachers, a Copying Declaration Form must be completed.

7. Excluded Devices

- (a) Devices which are not used or very occasionally used for printing or scanning of Published Materials will be excluded. These are often located in:
- (i) School Counsellor's office;
 - (ii) Uniform shop;
 - (iii) IT;
 - (iv) Business Manager/Finance office;
 - (v) The canteen;
 - (vi) Principal's and Deputy Principal's office;
 - (vii) Administration/reception area of School.

Each excluded device must have a notice placed adjacent to the device which states:

'This device should not be used for copying Published Materials unless it is not possible or very difficult to use another device for that purpose.'

8. Review

- 8.1 At the conclusion of the survey in each school AMR will discuss the survey with the Copyright Survey Coordinator as to whether:
- (a) only very small volumes of Published materials were captured at unmonitored devices;
 - (b) teachers attempted to change their copyright practices by using excluded devices; and
 - (c) whether there were other issues that needed to be considered for future surveys.
- 8.2 CAL and CAG will review the process and the survey data at the end of 2014 to assess the impact of these arrangements on survey accuracy, burden and cost. This review must take into account the following factors –

Whether the school used stand alone printers/scanners in lieu of photocopying devices and MFDs;

The volume of stand alone printers and scanners as a proportion of all volumes of devices at the school;

The volume of data captured at standalone devices and MFDs during Term 1, compared to Terms 2-4;

Any burden and confusion added into the survey by including stand alone printers and scanners.