

NATIONAL EDUCATION ACCESS LICENCE FOR SCHOOLS (NEALS)

BACKGROUND

The National Education Access Licence for Schools (NEALS) is a licence scheme that has been endorsed by the Australian Education Systems Officials Committee (AESOC) and the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) as an initiative to lower copyright costs across all Australian public schools and the Independent and Catholic School sectors. Any copying or communication of materials by schools of material covered by NEALS will not be remunerable under the CAL statutory licence.

Through this agreement the Department of Education and Training has granted a non-exclusive, non-transferable, royalty-free licence to all schools to reproduce and communicate the whole, or any part of any non-commercial departmental materials for educational use in schools.

The placement of this  logo on all eligible departmental publications and websites will ensure that they are not included in the copyright surveys and hence, the department will not have to pay for the copying by schools of its own materials as is sometimes the case at present.

It is essential that the procedures listed below are adhered to when:

- Publishing departmental material, or
- Placing material on any departmental Internet or Intranet site.

The NEALS Licence

The licence agreement refers to all non-commercial departmental publications (including information contained on the department's websites). It will not apply to department products that are produced on a commercial basis e.g. WestOne products, nor to departmental publications which contain third party works which have not been cleared for use by all Australian schools, or which have been copied under Part VB of the Copyright Act.

Third party works are those that have not been created by the department and include artwork, logos, images, photographs,

diagrams, graphs, tables, text, conference papers, published articles and music.

Third party materials used under NEALS must be clearly acknowledged as being *Copied under licence from...* followed with the appropriate copyright and citation details.

The following procedure should be adhered to when publishing or republishing non-commercial department materials.

PROCEDURE

Printing a non-commercial publication

When preparing a document, DVD or CD ROM for publication check the materials for third party content.

- **Where the resource contains no third party material** the NEALS logo should be added to each page in the footer, and a comment added on the imprint page or web page.

Licensed for NEALS 

- **Where third party material is to be used within the publication,** then permission should be sought in writing.

Once permission has been given then the NEALS logo should be added to each page in the footer, and a comment added on the imprint page or web page.

Licensed for NEALS 

If permission is not given then mark where the third party material is used with "Not for NEALS" and attach the logo.



DEPARTMENTAL WEBSITES

Placing new material onto the department website

The Department of Education and Training has a legal obligation to gain permission from relevant copyright owners for all third party materials before they are placed on any of the department's

websites. All permissions from third parties for use of their work on the departmental website must be in writing. The completed form should be filed or stored on a records management system e.g. TRIM. Note that it is essential that permission is not only gained from third parties to reproduce their materials on the websites, but also permission for it to be freely copied by Australian schools.

Revising existing material on department websites

All materials on departmental or school websites should be cleared for third party content. If third party material is found within an existing website, then managers of the area responsible for the website material should:

- Check to see if the material has been cleared for use by the Department of Education and Training, (clearances should be kept on file for future reference) and for other Australian not-for-profit educational institutions;
 - If permission has previously been gained for departmental use but not for NEALS then request this additional permission , or
 - If no agreement has been given previously then request this permission.

Standard letters are available from WestOne Services.

Use of third party materials under the statutory education licence

Third party copyright material should not be incorporated in departmental publications under Part VB of the Copyright Act (1968), i.e. used under the Statutory Education Licence Scheme where there is a possibility of the documentation being viewed/used by anyone other than departmental staff members or students attending a public school. For advice on the use of materials under Part VB Statutory Licence Scheme please refer to the Principal Consultant Intellectual Property and Copyright at WestOne Services.

Phone 9229 5255



Departmental publications that contain third party works, which have been copied under Part VB of the Copyright Act, must have these areas clearly marked *Copied under Part VB of the Copyright Act not covered under the NEALS licence* at the point of publication within the work. Note that there are limits to the amount of material that can be used in this way. The statutory licence cannot be used for placement of third party work on a website or material that will be distributed outside the department; such use must be cleared in writing.

NEALS - Logo Specifications

The NEALS logo

The intention of the NEALS logo is to confirm that a particular publication/resource/item should not be counted as remunerable under the part VB Statutory Licence. In the interest of reducing copyright costs to the school sector, it is advisable that the logo be placed on all items that are included under NEALS.

On what items should the logo appear?

- Resource based Word Documents and PDF's (footer)
- Printed educational resources (front cover, footer and imprint page)
- Web Splash Page
- Web Content Pages (part of CLIPS as footer in navstyle kit)
- CD/DVD/VIDEO (back cover and face label)

Format & Use

The NEALS and NOT FOR NEALS logos are available in three formats, EPS, JPG and GIF. The EPS version is used for high quality print publications such as brochures, CD/DVD/VIDEO artwork and labels. The JPG version is used for products such as resource based Word Documents and PDF's (the logo should be placed in the footer). The GIF version is to be used for all web based materials.

Logo Colours

The logo can be reproduced in either blue, greyscale or tinted to match the intended product. If using colour, it is preferable that the logo remains blue. The logo should not be reversed from a blue background to a white background; this is when a tinted version of the logo should be used.

- EPS colour: C100 M58 Y3 K0
- JPG colour: C100 M58 Y3 K0
- GIF colour: Hex #0068b1 or R0 G104 B177

Size

The minimum size for the square NEALS and NOT FOR NEALS logo is:

- 7.4 mm wide x 7.4 mm high (for print) or
- 33 pixels wide x 33 pixels high (for web)



The minimum size for the rectangle NEALS and NOT FOR NEALS logo is:

- 11 mm wide x 4.5 mm high (for print) or
- 55 pixels wide x 23 pixels high (for web)



Position of NEALS logo

It is preferable that the logo should be placed in the bottom footer on the left hand corner of each page of a content web page and other printed documents. For web splash pages it should be placed in the footer of the page along with the copyright information.

**For more information please contact
Caroline Brasnett, Principal Consultant
Intellectual Property and Copyright
at WestOne Services,
telephone 9229 5255 or email
caroline.brasnett@det.wa.gov.au**

**Further information about copyright can be found at:
www.smartcopying.edu.au**

Produced by WestOne Services

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