

GUIDELINES AND POLICY ON THE USE OF AUDIO AND VIDEO EQUIPMENT AND RESOURCES AT LEEDS LANGUAGE COLLEGE.

It is the college's policy to support the teachers in creating a stimulating and entertaining learning environment for the students and teachers are strongly encouraged to use a wide variety of training resources and media in their lessons. The following guidelines and policy rules should be referred and adhered to as any use of audio and video material should be in compliance with UK business broadcasting regulations.

1. Please check that all films shown or audio recordings played are published by ELT publishers. Any material broadcast in a public area (the college) to a public audience (the students) should not be subject to restrictions.
2. The broadcasting or showing of films, either in whole or in part from DVD's is prohibited, as the school would need to apply for a Public Performers Licence, Club Premises Certificate or Temporary Event Notice. If an application for a licence was made and granted, the school would be obliged to charge students ticket fees to watch the film.
3. Television and radio programmes should not be broadcast on the college premises, as this does not comply with business T.V. licensing rules. A special broadcasting licence is required from the PRS to do this. This includes any recorded T.V programmes on T.V. channel websites, such as BBC iPlayer.
4. Teachers are permitted to show films, or broadcast T.V. and radio programmes which do not fall under licensing laws and are available without restrictions. These are available on the Internet and the college has been carrying out research into various websites which carry educational content. A list of acceptable online resources will shortly be issued to all staff. In the meantime the college has also been considering various options and tools which will allow teachers to use online multimedia, audio and video resources flexibly. It will not be possible to show a majority of these resources on standard DVD players and television sets. Any purchases of equipment in future will have to take broadcasting restrictions, and licensing laws into account.

5. Teachers are permitted to photocopy resources in accordance with CLA Licence Terms and Conditions.
6. Teachers should only take their course books and teacher's books home. If a teacher wants to borrow a resource book and take it home, he/she should seek permission from the DOS and take the book home over the weekend, ensuring it is brought back for other teachers to use on Monday. All books used by teachers need to be signed out in the Signing Out folders.
7. Teachers should be aware that some individuals may use social media, electronic devices such as mobile phones, tablets and cameras to groom and exploit under-age students. Teachers are required to report any cases of inappropriate or suspicious on-line conduct or activity such as cyber-bullying, stalking or photographing of under-age students. Please note that all photographs taken on college premises and outings may be used for publicity and advertising. Staff and students should refrain from posing for photographs if they do not want their image to be used on college publications and websites.
8. Teachers are permitted to use the Internet in class for teaching and educational purposes only. The Staffroom PC should be used for lesson preparation and work-related internet use/research. Teachers may use the staffroom PC for browsing or personal emails early in the morning or at the end of the day when classes have not yet started or have finished and the staffroom PC is not needed by other teachers. The college has free WiFi access, which teachers can use with their personal laptops/iphones for their own personal use. The PC in the computer room can also be used for emails and browsing at break time, when they are not being used by students or other teachers. Downloading large files in torrents is not permitted as it slows down the entire network. Accessing adult, porn, hate or otherwise offensive websites is not permitted on college premises. Writing or disseminating offensive, indiscreet, disrespectful or indecent messages/information/pictures about other members of staff, the management or students is not permitted.
9. Finally, teachers are advised to check all content that they show in class before the lesson so as not to cause offence or embarrassment to students. Adult themes are only acceptable on condition that students have been briefed about the content of the film or programme before the lesson and given the possibility to opt out of the activity if they find the content questionable. Students who choose to opt out can be given exercises to do in the library.

THANK YOU

AT-A-GLANCE GUIDE TO COPYRIGHT LICENSING IN SCHOOLS

SOME ACTIVITIES REQUIRING A LICENCE

	CCLE	CLA	ERA	PPL	PRS	MCPS	OTHER
<u>Photocopying, manual or electronic reproduction of a wide range of hymns and worship songs used during assemblies for acts of collective worship</u>	✓						
<u>Photocopying music (other than hymns and worship songs) and performing musicals/operas</u>							* ✓
<u>Organising a school play, an end of term concert or recital involving live or recorded music that is attended by family or friends (this does not cover musicals/operas*)</u>				✓	✓		
<u>Recording a radio or television broadcast for educational purposes</u>			✓				
<u>Photocopying articles from magazines or journals, or photocopying extracts from books (this does not cover printed music*)</u>	✓						
<u>Playing a radio or tape/CD player in administration offices or staff rooms</u>				✓	✓		
<u>Holding a school disco, fete or fair outside normal school hours where music is played</u>				✓	✓		
<u>Creating overhead transparencies from magazines, journals or books</u>	✓						
<u>Hiring out premises for keep fit/aerobic classes</u>				✓	✓		
<u>Showing videos to an after class film club</u>					✓		✓
<u>Using music on hold on your telephone system</u>				✓	✓	✓	
<u>Creating and storing, on computer, the school's own hymn book or carol sheets</u>	✓						
<u>Producing video or audio recordings of a school carol service or other religious/seasonal festival to circulate to parents</u>	✓						
<u>Recording a school concert, play or other event containing music (this does not cover musicals/operas*)</u>						✓	

*Contact the music publisher directly or, for further information, the MPA (details inside).

Note: This guide covers the majority of routine activities for which schools need a licence, but it is not exhaustive. Other organisations may need to be contacted. Licences for certain school activities are obtainable directly from the relevant copyright owner(s).

Leeds Language College Ltd. 4th Floor, 31 - 32 Park Row, Leeds LS1 5JD, UK, LS1 5RU.
 Phone and Fax number +44(0) 113 242 75 34
 Email address: info@leedslanguagecollege.com
 Website: www.LeedsLanguageCollege.com
 Registered in England and Wales. Company number: 6004218