

Copyright Guidelines for MP3s, Videos and Software

The general use and misuse of computer systems is covered within the University's [Computer Systems Regulations](#) and [Staff Code of Conduct](#). The following are guidelines in the context of copyright.

General Information

Music, Video and Multimedia

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General Information

The University of Waikato does not in any way condone breaches of current copyright law ([Copyright Act 1994](#), as amended) or individual licence agreements. Any violations may result in disciplinary and/or legal action.

Copyright law is a very complex and detailed subject. These guidelines are not meant to act as a definitive guide, but are of an informative nature and cover some, but by no means all, of the major issues surrounding copyright infringements in relation to IT here at the University. (See [Further References](#) below)

Users should be aware that although some material may not be subject to copyright, the vast majority is.

Music, Video and Multimedia

It is a breach of New Zealand law to copy, share, distribute or download any copyrighted material, whether for private use or for educational purposes, except to the extent that these are permitted either by the Copyright Act or licence agreements signed by the University. This includes:

- Time shifting (other than for private and domestic use) – i.e. record something now and view at a more convenient time later on (e.g. video recordings)
- Format shifting (other than for private and domestic use) – i.e. copying from one format into a different format (e.g. copying MP3 files onto a CD or vice-versa)
- Copying copyright materials (e.g. MP3 or MPEG files), and making these available in shared repositories.

If the University becomes aware of such 'services' on publicly accessible servers, **it is obliged** to ensure that they are removed.

The Copyright (New Technologies) Amendment Act 2008 section 81A allows limited format shifting of sound recordings, but only for personal domestic use.

Software

Detailed information relating to the use of licensed software can be found within the University's [Computer Systems Regulations](#).

In addition, the following applies to personal software[*]:

- It is not permitted to load personal software on to University computers
- The unauthorised duplication of any copyrighted software and/or associated documentation is a violation of the law.

[*] Software that is licensed to an individual for their use in a private capacity as opposed to software that is licensed by the university for an individual to use for the university's business.

Further References

For further information on copyright and its restrictions in relation to the University and the use of material for educational purposes - in particular the reproduction of written or broadcast material, please refer to [Copyright Guidelines for Academic Staff and Students](#).