



## School Policies

Policy title	Open Educational Resources (OER) Policy
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SLT link	C Bailey		Governor link	Chair of Governors	

Copies in	Policies folder ✓	Handbook ✓	Student planner	Website ✓
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**This policy has been written in conjunction with the college's Equality and Diversity policy (Equality**

### [Introduction](#)

1. [Title](#)
2. [Policy](#)
3. [Definitions](#)
4. [Clarity of licensing](#)
5. [Disputes](#)
6. [Appendix](#)

### **Introduction**

Leicester City Council has provided permission for city community and voluntary controlled school staff to share the educational resources they create under an open licence. In the UK, school staff should be aware of the [recent amendments to Copyright laws, which impact on school use of materials](#). These amendments don't affect the law as it relates to ownership of copyright. The permission provided by Leicester City Council addresses the position of the council as the copyright owner of resources made by employees in the course of their employment.

The permission recognises the value of school staff sharing resources and is designed to encourage and increase sharing through open licensing, and make sure that school staff and schools get recognition for their work. Crown Hills Community College will help raise awareness about copyright and embed a culture of sharing through the process of discussion and adoption of a local Open Licensing Policy.

Crown Hills Community College recognises the benefit such a policy can have on the wider educational community, both here in Leicester, the UK and



further afield. As such Crown Hills Community College promotes the open sharing of educational resources produced by its staff as a means of spreading good practice. Outlined in this policy document are the Schools conditions for this open sharing of resources using the CC-BY creative commons licence.

## Crown Hills Community College Open Educational Resources (OER) Policy

### 1. Openly Licensing Educational Resources

Crown Hills Community College wishes to encourage the open and free exchange of educational information, knowledge and resources, and support the use, development and production of intellectual property that is freely available to all. This policy does not cover the use of third party copyright protected materials, normally covered by the educational “fair use” guidelines, published by the Intellectual Property Office. For these resources the usual due diligence on the part of staff members needs to be applied for copyrighted materia, and authorisation needs sought from any copyright holder before its inclusion in work covered by a creative commons licence.

- 1.1 As employer, Leicester City Council asserts its ownership of copyright arising from resources staff create in their line of employment.
- 1.2 Leicester City Council has provided permission for employees of the school to openly license educational resources produced in the line of employment. This policy seeks to support the school and staff in benefiting from that permission.
- 1.3 Crown Hills Community College applies by default a **Creative Commons Attribution (CC-BY) licence**<sup>1</sup> to all externally shared educational resources created by staff in their line of employment.
- 1.4 Where educational resources incorporate or build upon existing openly licensed works which require adaptive works to be wholly or partially released under a specific open licence (for example, a Creative Commons Attribution-Share Alike Licence - CC-BY-SA), a licence appropriate to the permission given will be applied, along with proper attribution.
- 1.5 Intellectual property in relation to work other than educational resources created in the line of employment is protected by default, and may only be waived or altered with the agreement of Leicester City Council.

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<sup>1</sup> Leicester City Council recommends the use of the CC-BY licence, and asks schools to consider the benefits of applying the least restrictions possible to the Creative Commons licence they decide to adopt.



- 1.6 Crown Hills Community College encourages all staff and students to support free and open access to intellectual property and to openly license work created in their capacity as an individual.
- 1.7 Crown Hills Community College does not make any claim over the ownership of outputs or outcomes of students' work. These belong to the creator. However, students are encouraged to make their own decisions on sharing their work, and when doing so will be guided by staff on the most appropriate route to take.

## 2. Definitions

- 1.1 "Externally shared" means made available to people other than employees or students of Crown Hills Community College.
- 1.2 "Educational resources" as referred to in this policy includes all resources created in the line of employment by employees to support, or as a result of, learning, teaching, and learning community development and management. This includes (but is not limited to) course materials, lesson plans, presentations, multimedia resources, study and revision materials, as well as staff development materials and model school policy documents.

## 3. Clarity of Licensing

- 1.3 All published works should be clearly labelled using the appropriate symbol from the Creative Commons licence set, or labelled as appropriate in instances where it is not practical to include the icon symbol (for example, the licence name could be spoken on an audio file, and/or included in the file name).
- 1.4 Staff who have created resources will be credited by name, except in cases where the author declines to have work attributed to them.
- 1.5 Example Crown Hills Community College Creative Commons Licence CC-BY



[Name of resource] (2015) by [name of author/s], Crown Hills Community College / [Leicester City Council](#) shared under a [CC-BY 4.0](#) licence



- 1.6 In the case of an author not wishing to use the default CC-BY licence, or where they wish to use one of the other Creative Commons Licences authorisation needs to be sought from, in the first instance the schools Business Manager, and then Leicester City Council before publication.

## 4. Disputes

Intellectual property in relation to work other than educational resources released under open licence is protected by default and may only be waived or altered with the express agreement of Leicester City Council.

Where there is a dispute over ownership, including ownership or co-ownership of intellectual property relating to resources, and/or requests relating to the selling or patenting of any intellectual property relating to works produced in the line of employment, the following process will apply:

1. In the first instance the dispute should be documented and presented to the school head teacher.
2. If the dispute is still not resolved then the documentation should be presented to the chair of governors.
3. Mediation with Leicester City Council will be undertaken if the dispute cannot be resolved by the head teacher and /or the chair of governors
4. In the case requests to commercial release or exploit educational resources created in the line of work, permission will still need to be sought from Leicester City Council.

Approved

Mr I Ismail      Chair of Governors

Date



Crown Hills Community College Open Educational Resources (OER) Policy  
(2015) by S. Malley/Crown Hills Community College, shared under a [CC-BY 4.0](#) licence

## 1 Acknowledgement:

This model policy builds upon and adapts the work of Soar Valley College Open Educational Resources (OER) Policy(2015) by M. Sutton/Soar Valley College, shared under a [CC-BY 4.0](#) licence

- 2 Disclaimer: **This information and model policy does not constitute legal advice. Schools seeking legal advice in relation to the implementation of policies and permissions relating to copyright and work produced by school employees in the line of their employment should seek advice from a suitably legally qualified professional.**

## Appendix:

Below are a list of the different Creative Commons Licences, and an explanation of their use, limitations and attributes. Below are links to both each Licences deed and Legal Code. This information is taken from [About the Licences](#), by [Creative Commons](#), shared under a [Creative Commons Attribution 4.0 International license](#).





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