Policy – Copyright - Software

Introduction

Whittlesea U3A Inc. is constantly increasing its class and tutor base and an increased amount of materials, both printed and digital, will be used. It is essential that the rules and laws set out by Australian Government be observed when using/distributing this material.

Purpose

The purpose of this policy is to document the process for the use of software in Whittlesea U3A Inc. computers and classes and is subject to change with consultation of Whittlesea U3A President and Committee of Management.

Policy

This policy applies to all copyrighted software distributed by tutors/leaders and participants and used during Whittlesea U3A Inc. classes. Any query of this policy needs to be forward to the Whittlesea U3A President.

Procedures

Under the ***Copyright Act 1968*** it is an offence to:

- knowingly import, possess, sell, distribute or commercially deal with an infringing copy
- offer for sale infringing copies of computer programs
- transmit a computer program to enable it to be copied when received.

Penalties include fines of up to $117 000 for individuals and up to $585 000 for corporations. The possible term of imprisonment is up to five years.

Source: https://www.ipaustralia.gov.au/ip-infringement/more-about-ip-infringement/counterfeiting-and-piracy

1. Based on the ***Copyright Act 1968*** (*and subsequent amendments*) and the information presented above, Whittlesea U3A Inc. takes no responsible for a leader/tutor who uses and distributes pirated computer programs in their class.
2. If the leader/tutor wishes to teach a class a specific program, and it is not available free then a legal copy will need to be purchased by the users of that program.
3. If the program is to be installed on Whittlesea U3A Inc. computers the matter needs to be referred to the President or the IT Applications & Equipment Coordinator who, where possible and practical, will purchase the required software.
4. It is the policy of Whittlesea U3A Inc. to ensure that computer classes using Whittlesea U3A Inc. computers are supplied with the legal software needed to successfully run the program. Any other software installed on these computers can only be completed with the permission of the IT Applications & Equipment Coordinator.
5. Refer to the Appendix below for links to matters relating to Australian Government and the Copyright Law (1968) and subsequent amendments.

Responsibilities

1. Whittlesea U3A Inc.'s Committee of Management is responsible for:
    - maintaining a record of all purchased software as part of the asset register
    - purchasing resources to assist tutors in the development of classes
2. Whittlesea U3A Inc.'s IT Applications & Equipment Coordinator is responsible for:
    - maintaining computer software including the purchase and general upkeep/upgrade as required
3. Tutors/leaders are responsible for:
    - ensuring all computer software used in classes do not infringe the copyright law

Authorisation

This Policy was adopted by the Committee of Management of Whittlesea U3A Inc., and minuted as such, on the 11th of May 2026.

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.

APPENDIX

Resources include:

The following internet resources are also available for further information:

- https://www.ipaustralia.gov.au/ip-infringement/more-about-ip-infringement/counterfeiting-and-piracy
- Short guide to copyright act 1968: https://www.ag.gov.au/RightsAndProtections/Documents/ShortGuidetoCopyright-October2012.pdf