**FAQs: Text Works**

**1. Can a school or TAFE photocopy material from textbooks or student activity books to hand out to students in class?**

Yes. This is permitted under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/). Generally speaking, schools/TAFEs can [copy](https://smartcopying.edu.au/glossary/copy/) up to 10% or one chapter of a textbook (whichever is greater). Schools/TAFEs may be able to [copy](https://smartcopying.edu.au/glossary/copy/) more provided the amount copied does not unreasonably prejudice the legitimate interests of the copyright owner.

See [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**2. Can we** [**copy**](https://smartcopying.edu.au/glossary/copy/) **and/or** [**communicate**](https://smartcopying.edu.au/glossary/communicate/) **a page from a book for a student or a teacher?**

Yes. This is permitted under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**3. How many** [**copies**](https://smartcopying.edu.au/glossary/copy/) **can we make of a text** [**work**](https://smartcopying.edu.au/glossary/works/) **in our school or TAFE?**

Schools and TAFE institutes can make multiple [copies](https://smartcopying.edu.au/glossary/copy/) of a text work under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/), provided it is for their students’ [educational purpose](https://smartcopying.edu.au/glossary/educational-purpose/) and the amount copied from the text work does not unreasonably prejudice the interests of the copyright owner. It is generally accepted that teachers can copy up to 10% or one chapter of a textbook, whichever is greater.

**4. Can I scan an entire book to use in class?**

Yes, this may be possible if it is out of print and not [commercially available](https://smartcopying.edu.au/glossary/commercially-available/), or the school or parents have purchased a [copy](https://smartcopying.edu.au/glossary/copy/) of the book for each student in the class.

No, if it is available to purchase within a reasonable time. You will only be allowed to [copy](https://smartcopying.edu.au/glossary/copy/) an amount that doesn’t unreasonably prejudice the interests of the copyright owner. It is generally accepted that teachers can [copy](https://smartcopying.edu.au/glossary/copy/) up to 10% or one chapter of a textbook, whichever is the greater.

We recommend that you:

1. only make the material available for your students to view via password protected access (eg a password protected LMS or Google Classroom account)
2. ensure that no further copies/downloads can be made (ie make the material view only)
3. limit access to the material to those students that need to view it (ie the students participating in the online lesson)
4. only [copy](https://smartcopying.edu.au/glossary/copy/)/make available as much you need for your lesson (eg one chapter)
5. only make the material available for the time needed for the course of study
6. archive or disable access by students to the material once it is no longer needed by the students
7. add the following notice where practicable near the material:

[WARNING]
This material has been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice

See [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**5. Can I upload an entire digital textbook to my school’s** [**digital teaching environment (DTE)**](https://smartcopying.edu.au/glossary/digital-teaching-environment-dte/)**?**

Yes, you may be able to do this if the school or parents have purchased a [copy](https://smartcopying.edu.au/glossary/copy/) of the book for each student in the class.

Otherwise, no. You will only be allowed to [copy](https://smartcopying.edu.au/glossary/copy/) an amount that doesn’t unreasonably prejudice the interests of the copyright owner. It is generally accepted that teachers can [copy](https://smartcopying.edu.au/glossary/copy/) up to 10% or one chapter of a textbook, whichever is the greater.

We recommend that you:

1. only make the material available for your students to view via password protected access (eg a password protected LMS or Google Classroom account)
2. ensure that no further copies/downloads can be made (ie make the material view only)
3. limit access to the material to those students that need to view it (ie the students participating in the online lesson)
4. only [copy](https://smartcopying.edu.au/glossary/copy/)/make available as much you need for your lesson (eg one chapter)
5. only make the material available for the time needed for the course of study
6. archive or disable access by students to the material once it is no longer needed by the students
7. add the following notice where practicable near the material:

[WARNING]
This material has been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice

See [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**6. Can a teacher upload supplementary materials from a learning resource (eg supplementary resources to a textbook) to a password protected** [**digital teaching environment (DTE)**](https://smartcopying.edu.au/glossary/digital-teaching-environment-dte/)**?**

Where a school or parents have purchased a digital textbook for each student in the class that allows them access to supplementary material, they should be able to upload those materials to the [DTE](https://smartcopying.edu.au/glossary/digital-teaching-environment-dte/).

Where the text hasn’t been purchased for each student, under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/), you can [copy](https://smartcopying.edu.au/glossary/copy/) (eg scan) and [communicate](https://smartcopying.edu.au/glossary/communicate/) (eg upload to a [DTE](https://smartcopying.edu.au/glossary/digital-teaching-environment-dte/)) supplementary materials, provided the amount used does not unreasonably prejudice the legitimate interests of the copyright owner. As a guide, copying and uploading 10% or one chapter (whichever is greater) is considered fine. There may be circumstances in which you may be able to [copy](https://smartcopying.edu.au/glossary/copy/) more.

We recommend that you:

1. only make the material available for your students to view via password protected access (eg a password protected LMS or Google Classroom account);
2. ensure that no further copies/downloads can be made (ie make the material view only);
3. limit access to the material to those students that need to view it (ie the students participating in the online lesson);
4. only [copy](https://smartcopying.edu.au/glossary/copy/)/make available as much you need for your lesson (eg one chapter);
5. only make the material available for the time needed for the course of study;
6. archive or disable access by students to the material once it is no longer needed by the students; and
7. add the following notice where practicable near the material:

[WARNING]
This material has been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice

**7. Can I download a worksheet and use this resource in my classroom?**

Schools and TAFE institutes can download a worksheet under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/) for use in the classroom.

**8. Can I photocopy or scan an entire book that is out of print or no longer** [**commercially available?**](https://smartcopying.edu.au/glossary/commercially-available/)

Yes, under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**9. Can a teacher** [**copy**](https://smartcopying.edu.au/glossary/copy/) **a poem for students?**

Yes, under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**10. Can teachers display text using an interactive whiteboard (eg a newspaper article, web page) as part of a classroom activity?**

Yes. Section 28 allows teachers to display text material in class using an interactive whiteboard.

See [Performance and communication of copyright material in class](https://smartcopying.edu.au/performance-and-communication-of-copyright-material-in-class/) and [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**11. I work for a curriculum development unit. We are currently preparing a publication for distribution to students. Can we** [**copy**](https://smartcopying.edu.au/glossary/copy/) **material from a textbook to include in the publication?**

Yes. This is permitted under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/). Generally speaking, schools/TAFEs can [copy](https://smartcopying.edu.au/glossary/copy/) up to 10% or one chapter of a textbook (whichever is greater). Schools/TAFEs may be able to [copy](https://smartcopying.edu.au/glossary/copy/) more provided the amount copied does not unreasonably prejudice the legitimate interests of the copyright owner.

You should:

(i) only make it available for student and/or teacher access on a password protected intranet or [DTE](https://smartcopying.edu.au/glossary/digital-teaching-environment-dte/)
(ii) attach the following label near the material that has been copied under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/):

Copied under the statutory licence in s 113P of the Copyright Act
[Title], [Author], [Date accessed]
[Link to warning notice]

(iii) where the resource has been provided to students in printed form or in a PDF that can be downloaded include the following notice at the beginning of the resource:

[WARNING]
This material has been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice

If you plan to make the resource available on a public website you will need to seek permission from the copyright owner.

See [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/), [Permissions and Consents](https://smartcopying.edu.au/guidelines/permissions-and-consents/) and [Curriculum Guide](https://smartcopying.edu.au/information-sheets/creating-learning-and-teaching-resources/).

**12. Can I** [**copy**](https://smartcopying.edu.au/glossary/copy/) **an article from a journal?**

Yes. Under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**13. Can I** [**copy**](https://smartcopying.edu.au/glossary/copy/) **a newspaper article to provide to my class?**

Yes. Under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/). It doesn’t matter if you are [copying](https://smartcopying.edu.au/glossary/copy/) from a print or digital version.

**14. Can our library** [**copy**](https://smartcopying.edu.au/glossary/copy/) **an article from a magazine?**

Yes. Under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/). It doesn’t matter if you are [copying](https://smartcopying.edu.au/glossary/copy/) from a print or digital version.

**15. Can I** [**copy**](https://smartcopying.edu.au/glossary/copy/) **a short story to provide to my class?**

Yes. Under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**16. Can I use quotes and extracts from a publication in teaching materials?**

Yes, you should attribute the [author](https://smartcopying.edu.au/glossary/author/), unless it is not reasonably practicable.

See [Labelling and Attributing](https://smartcopying.edu.au/labelling-and-attributing/) for information on how to attribute.

**17. Can we email links to an article or webpage to students?**

Yes. Linking is not a copyright activity under the Copyright Act. This is because you are not actually ‘copying’ any material, rather, you are providing a path to its location. Providing links to material on external websites is a great way of managing copyright.

See [Smartcopying](https://smartcopying.edu.au/) for further information.

**18. Can I** [**copy**](https://smartcopying.edu.au/glossary/copy/) **a PowerPoint (eg from Slideshare) to use in my class and/or provide to my students?**

Yes. Under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/).

**19. Can I use past exam papers or practice exam papers for students practice and preparation purposes?**

Yes. Under the [Statutory Text and Artistic Works Licence](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/). This includes creating a practice exam using questions from past exam papers.

**20. Can I** [**copy**](https://smartcopying.edu.au/glossary/copy/) **a** [**blackline master (BLM)**](https://smartcopying.edu.au/glossary/blackline-master-blm/)**?**

Yes. You can [copy](https://smartcopying.edu.au/glossary/copy/) [BLMs](https://smartcopying.edu.au/glossary/blackline-master-blm/) either under the conditions set out in the [BLM](https://smartcopying.edu.au/glossary/blackline-master-blm/) or the [Statutory Text and Artistic Works Licence.](https://smartcopying.edu.au/guidelines/education-licences/the-statutory-text-and-artistic-works-licence/)