

LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Copyright Policy

Version 7.0

Approved by the Board of Governors

Last Amendment: October 2026

This policy describes how the London School of Science and Technology (LSST) ensures that its academic, research and administrative activities comply with UK Copyright Law.

DOCUMENT INFORMATION

Document owner(s)*: Head of Registry

Date of next review: September 2027

Document Status: IN USE

Dissemination: For general publication

*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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1. INTRODUCTION

1.1. Copyright refers to the rights of the creator of any work to control the way this work is being used. According to the Oxford Dictionary (available at http://www.oxforddictionaries.com) copyright is defined as “the exclusive and assignable legal right, given to the originator for a fixed number of years, to print, publish, perform, film, or record literary, artistic, or musical material”.

1.2. The UK Copyright service outlines the rights covered by copyright law as follow: “the law gives creators of literary, dramatic, musical, and artistic works, sound recordings, broadcast, films, and typographical arrangements of published editions the right to control how their material is used. These rights include broadcasting, public performance, copying, adapting, issuing, renting, and lending copies to the public. Creators often have the right to be identified as the author and to object to distortions of their work. International conventions provide protection in most countries, subject to national laws.”

2. LSST COMMITMENT

2.1. The London School of Science and Technology (LSST) is committed to supporting its staff in providing a creative and resourceful learning experience and offering students an environment for expressing their learning outcomes. This commitment includes ensuring that any work subject to copyright is used fairly and lawfully”.

3. LEGAL COMPLIANCE

3.1. LSST adheres to all applicable intellectual property laws, including the Copyright, Designs and Patents Act 1988 (CDPA) and its amendments. This policy applies to the use of LSST Connect and the LSST Portal, apart from works created by students or employees.

4. SCOPE

4.1. The LSST Copyright Policy covers all types of copyrighted work as defined in the CDPA used by students and staff for any learning activity as part of LSST programmes of study. It applies to the use of copyrighted work regardless of whether it is physically within LSST grounds or stored locally or over the Internet outside the LSST campus. This policy aligns with existing LSST policies on the use of the Virtual Learning Environment (VLE) and IT facilities. It does not cover original work produced by LSST students and staff, which is covered in the students’ Enrolment Terms and Conditions and staff members’ contracts of employment. All students and staff must follow this policy and direct any questions about fair and lawful use of works to the IT Department.

5. RESPONSIBILITIES

5.1. **IT Department:** Assumes the responsibility for ensuring that this copyright policy is observed by students and staff. The IT Department should be the first point of contact for any requests associated with the use of works and copyright clearance. The IT Department should be consulted for the different types of works covered by the copyright policy and the procedures that must be followed to establish fair and lawful use of third party works. The IT Department can provide support in the form of advice, mentoring, training and awareness for students and staff upon request.

5.2. **Programme Leader:** Assumes the responsibility for ensuring that the copyright policy is followed in the distribution of any hard copies given out to the students and for the material which is available on LSST's Virtual Learning Environment (VLE).

5.3. **Tutor/Librarian:** Plays a vital role in ensuring that the Copyright Policy is implemented by providing support to all Programme Leaders.

6. MATERIAL USE AND PERMISSIONS – COPYRIGHT AGREEMENT (STAFF)

6.1. Protected works under the CDPA include literary, dramatic, and musical works, databases, artistic works, sound recordings, films, broadcasts, cable programs, and published editions.

6.2. **Staff must:**

- Properly reference any non-original material.
- Investigate copyright restrictions before using any material.
- Notify the IT Department if copyright restrictions exist.
- Use the existing Copyright Licence Agreement (CLA) to check for copyright clearance.
- Obtain written permission through the IT Department if the CLA does not cover the material.
- Ensure permissions are requested well in advance and in writing.

6.3. Materials produced by LSST staff can be used without clearance if they:

- Are original.
- Avoid unauthorized adaptations.
- Comply with LSST's Intellectual Property Rights arrangements.
- Are used solely for LSST teaching purposes.

6.4. Text, images, sound, video, and web pages should not be digitized or disseminated through the VLE without permission. Links to external websites should avoid deep

linking, use text rather than logos, and not make linked content appear part of LSST's website. Databases should be used only with appropriate licensing, verified by the IT Manager.

7. MATERIAL USE AND PERMISSIONS – COPYRIGHT AGREEMENT (STUDENTS)

7.1. Students must:

- Properly reference any non-original material to avoid plagiarism.
- Investigate copyright restrictions before using any material.
- Notify their tutor of any copyright restrictions.
- Use the CLA to check for copyright clearance.
- Obtain written permission through the Tutor Librarian if the CLA does not cover the material.
- Ensure permissions are requested well in advance and in writing.

7.2. Materials produced by LSST students can be used without clearance if they:

- Are original.
- Avoid unauthorized adaptations.
- Comply with LSST's Intellectual Property Rights policy.
- Are used solely for LSST study purposes.

7.3. Text, images, sound, video, and web pages should not be digitized or disseminated through the VLE without permission. Links to external websites should follow the same guidelines as for staff.

8. MICROSOFT ACCOUNTS USAGE

8.1. Staff and students must adhere to the following guidelines when using LSST-provided Microsoft accounts:

- **Emails and Communications:** Ensure that any copyrighted material shared via email or other communication tools is properly referenced and permissions are obtained where necessary.
- **OneDrive and SharePoint**: Materials uploaded to OneDrive or SharePoint must comply with copyright laws and LSST policies. Unauthorized sharing or distribution of copyrighted material is prohibited.

- **Microsoft Teams**: Use of Teams for sharing content must also adhere to copyright restrictions. Links to external resources should be used where possible, and direct uploads of copyrighted materials without permission are not allowed.

9. IMPLEMENTATION

9.1. Failure to follow this policy may lead to copyright infringement claims against individuals or LSST. Copies of this policy are available on LSST Connect and the school's website. The copyright agreement for staff and students is included in their respective handbooks.

9.2. If accused of copyright infringement, staff should contact the IT Department, and students should contact their lecturer. LSST will support individuals within the normal course of business, but ignorance of the law is not a defence.

VERSION HISTORY

Version	**1.0 – 3.0**	
Original author(s):	Legal Advisor	
Reviewed by:	Executive Committee	September 2017 September 2018 September 2019
Version	**3.1**	
Revised by:	Quality Unity Head of Legal Services Tutor Librarian	
Revision summary:	*Annual review and update. Transfer of key responsibility from Head of Quality to Head of Legal Services. Minor factual corrections throughout.*	
Reviewed by:	Board of Governors	October 2020
Version	**3.2**	
Revised by:	Quality Unit General Counsel	
Revision summary:	*Annual review and update.*	
Approved by:	Board of Governors	October 2021
Version	**3.3**	
Revised by:	Quality Unit General Counsel	
Revision summary:	*Annual review and update; minor grammatical corrections.*	
Approved by:	Board of Governors	November 2022
Version	**3.4**	
Revised by:	CEO and IT Department	
Revision summary:	*Document owner changed.*	
Approved by:	Board of Governors	March 2023
Version	**4**	
Revised by:	CEO and IT Department	
Revision summary:	*Annual review; version control applied*	
Approved by:	Board of Governors	October 2023
Version	**5**	
Revised by:	Quality Unit CEO and IT Department	
Revision summary:	*Annual review and update, sections rewritten to better summarise policy content (Section 6, 7 and 9), minor grammatical corrections, document format applied, version control applied.*	
Approved by:	Board of Governors	October 2024
Version	**6.0**	
Original author(s):	Legal Counsel	
Revised by:	Quality Unit	

Revision summary:	***Annual review and update –*** *Minor grammatical corrections, document formatting applied, version control applied.*	
Reviewed by:	Publications Committee	September 2025
Approved by:	The Board of Governors	October 2025
Version	**7.0**	
Original author(s):	Legal Counsel	
Revised by:	Quality Unit	
Revision summary:	***Annual review and update –*** *Proposed policy owner change from IT and CEO to Head of Registry. Minor grammatical corrections, document format applied, version control applied.*	
Reviewed by:	Publications Committee	October 2026
Approved by:	The Board of Governors	October 2026