

# Use of Images, Texts and Musical Notations in Teaching

**SCHOOL REPRODUCTION AGREEMENT**

# Agreement makes copying possible

- All municipal and county councils preschools, compulsory and upper secondary schools have an agreement with Bonus Copyright Access
- Independent schools sign agreement individually with Bonus Copyright Access
- Terms for reproduction are the same for all preschools, compulsory and upper secondary schools that have an agreement with Bonus Copyright Access

# The School Reproduction Agreement includes

- Teaching and educational activities in municipal
  - Preschools and preschool classes
  - Compulsory schools and upper secondary schools
  - Specials schools for pupils with learning disabilities
  - Municipal adult education and postsecondary education
  - Municipal Education in Swedish for Immigrants (SFI)
  - Higher vocational education
  - Municipal schools contract education
- Teaching and educational activities in county council's and region's
  - Upper secondary schools (including contract education)
  - Folk high schools (including contract education)
  - Adult education
  - Higher vocational education

# Make copies and share for teaching

- Teachers (any person who exercises an educational function in teaching) and pupils may make copies and share copyrighted material
- Copied material may be used for teaching in a teaching group within the school
- The size of the teaching group can vary but is always limited to the school
  - The group may be interdisciplinary or grade overall
  - The agreement also covers distance learning within Sweden

# Swedish and foreign works

- Swedish and foreign texts, images and musical notations may be copied and shared
  - For example, Swedish and foreign copyrighted material from websites, digital publications, newspapers, magazines, journals, teaching materials, textbooks, scientific journals or other published materials etc.
- Audio and moving images are *not* covered
  - The agreement does not give the right to copy (record, download, etc.) moving images and recorded works, e.g. radio and TV programmes, films, audio files, sounding music, computer programs
  - License for such use is concluded with among others Stim / Sami / IFPI and Copyswede

# Digital and analogue copying

- Teachers and pupils may
  - Download
  - Photograph
  - Print out
  - Scan
  - Copy in the copier
  - Save digitally, e.g. on USB or on a closed network to which only the school's staff and pupils have access
  - Copy for use in presentations, e.g. PowerPoint
- As teacher you can also instruct someone else to make the copies

# Share via a teaching group

- Copied material may be shared in a teaching group within the school
  - Made available and shared on a closed network to which only the school's staff and pupils have access
  - Shared via e-mail
  - Projected, shown on the monitor or otherwise presented
  - Distribution of paper copies (photocopies and printouts)
- The size of the teaching group can vary but is always limited to the school
  - The agreement also covers distance learning within Sweden

# How much you may copy

## Digital – corresponding to 15 A4 pages

Download, print out, photograph etc.  
corresponding to 15 A4 pages

- Per original
- Per pupil
- Per calendar half-year

## Analogue – 15/15-rule

Copy in the copier and scan as much as  
15 %, but not more than 15 pages

- Per original
- Per pupil
- Per calendar half-year

As many copies as are needed to provide one for each pupil and a few for the teacher

As a teacher you may make one (1) copy for your personal use of a book in the form of a paper copy – however, you may not scan a whole book or save an entire book in digital form



# You may not copy and share certain materials

- Single-use materials
  - Workbooks, other single-use materials that includes exercises, tests and similar may not be copied and shared (if it isn't expressly stated that you may copy it)
  - A single question or exercise may be copied for a test or an examination
- Publisher-produced teaching materials
  - Reproduction from publisher-produced teaching materials is allowed only to supplement such publisher-produced educational materials that are normally used during teaching
- Choral material and single parts
  - Choral material and single parts that form part of ensemble and orchestral material and that are available for hire or purchase may not be copied

# Music Performance

- Copied musical notation, with or without lyrics, may not be used for public performance
  - However it is permissible to make a single copy (in accordance with other provisions of the agreement) for the pupil or pupils and teachers who are to take part in the performance if the performance is to take place in front of an audience mainly consisting of the school's pupils and the relatives of the pupils
  - It is not permissible to copy and distribute copies for the audience

## Other school agreements

- If the school has entered into other agreement governing the copying and use of digitally stored works, e.g. library database licenses, the terms and conditions of the other agreement shall prevail
- To be allowed to copy recorded music, films, radio and TV programmes (audio works and audiovisual works) other agreements are required, among others with Copyswede, Stim/Sami/Ifpi
- Copying of computer programs are not covered by this agreement

# Remember name and source!

- The author's moral rights shall be respected when copyrighted material is copied and shared
  - The name of the author and/or photographer shall be shown in an appropriate way on or in conjunction with the copies produced
  - Details of where the material was copied from (source) shall be shown in an appropriate way on or in conjunction with the copies produced

# To copy and share more or in any other way

- Obtain permission from all rights holders
  - E.g. from Swedish/foreign author, translator, image creator, publisher etc.
  - Estates or heirs may need to be contacted
- On Bonus Copyright Access website you will find guidance  
<http://en.bonuscopyright.se/pages/Otherpermission1>

# en.bonuscopyright.se

---

info@bonuscopyright.se

+46 8 545 429 00

You are always welcome to contact us at Bonus Copyright Access if you have questions about the School Reproduction Agreement or copyright questions related to the text and image based sector.

You will also find information on our website [en.bonuscopyright.se](https://en.bonuscopyright.se)