

Education Bureau Circular Memorandum No. 89/2018

From: Secretary for Education

Ref: EDB(EID/ITE)/IT/IP/4/2

Date: 28 June 2018

To: Heads of All Government and Aided Primary and Secondary Schools (including Caput Schools and Grant Schools) and Special Schools

Providing Information on Usage Volume in the Survey on Photocopying and Scanning of Printed Copyright Materials

Summary

This circular memorandum invites schools to provide information on volume of photocopying and scanning of printed copyright materials used for instructional purposes for the 2017/18 school year by completing an online questionnaire survey on or before 31 August 2018. In the Education Bureau Circular Memorandum No. 19/2018 “Survey on Photocopying and Scanning of Printed Copyright Materials”, schools were advised to make early preparation for collecting relevant data for completing the above survey.

Background

2. Five Schools Councils (i.e. Subsidized Primary Schools Council, Hong Kong Subsidized Secondary Schools Council, Grant Schools Council, Caput Schools Council and Hong Kong Special Schools Council), on behalf of their respective member schools, and the Education Bureau (EDB), on behalf of Government schools, have entered into Licence Agreements with the Hong Kong Reprographic Rights Licensing Society (HKRRLS) for making copies of printed works for instructional purposes, on a license fee which is paid by EDB to the HKRRLS on a yearly basis.

Purpose

3. The existing Licence Agreements which took effect from 1 September 2015 will expire on 31 August 2018. EDB is collecting the necessary data on the volume of photocopying and scanning of printed copyright materials used for instructional purposes through the above survey to facilitate the review of the current Licence Agreements and preparation for future agreements. The support of schools for this survey is essential in formulating appropriate future arrangements to meet the needs of schools.

Details

4. Schools are invited to complete and submit the online survey at the following link: <http://surveys.edb.gov.hk>, **on or before 31 August 2018**. For details, please refer to the Guidance Notes attached in Appendix. Information about the current Licence Agreements (e.g. the allowed copying coverage and items excluded) can be found at:

<http://www.edb.gov.hk/en/sch-admin/admin/about-teaching/copyright/printed-materials/licence-agreement.html>. **Photocopying and scanning of materials not covered by the Licence Agreements with HKRRLS or non-copyright materials should not be counted.**

5. Copyright protection is a Government policy. In order to respect the rights of copyright material owners, teachers should try their best to avoid photocopying or scanning of printed copyright materials if there are other means or resources available to achieve the same teaching effectiveness. If teachers do have genuine needs to make certain copies of printed copyright materials to achieve the teaching objectives, they should keep the number of copies to the minimum. For details of the guidelines on the use of copyright works in the course of learning and teaching, please refer to the Education Bureau Circular Memorandum No. 137/2010 and the EDB webpage at:

<http://www.edb.gov.hk/en/sch-admin/admin/about-teaching/copyright/index.html>.

Enquiries

6. For enquiries related to this circular memorandum, please contact Mr NG Chi-fai at 3698 3610 or Mr LEE Kin-wan at 3698 3601 of the Information Technology in Education Section, EDB.

Dr WC HO
for Secretary for Education

c.c. Heads of Sections - for information

Guidance Notes on Completing the Online Questionnaire

Survey on Photocopying and Scanning of Printed Copyright Materials

This document aims to provide general information to facilitate schools to complete the above survey.

(A) System Requirement and Related Information

1. System requirement: Microsoft® Internet Explorer
2. Due date for completing survey: on or before 31 August 2018 (for the usage in the period from 1 September 2017 to 31 August 2018)
3. To reset password: Please download the password reset form from the login page (available at <https://scp.edb.gov.hk/scp/pdf/SCP-resetpwdform.pdf>) and fax the completed document to 2117 0759.

(B) Login Steps

1. Website: <http://surveys.edb.gov.hk>
2. Login Name: School Portal Account (G-series / S-series for some special schools)

中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region

學校入門網站
School Portal

Please log In

登入名稱/Login Name: 密碼/Password:

登入 / Logon

[更改學校入門網站密碼](#) [下載重設密碼表格](#)
Change Password for School Portal Download form to reset password

[Security Guideline \(安全指引\)](#)

Login with
School Portal
Account
and Password

The School Portal Account (G-series) is formed by a letter “G” plus 12-digit school number.

- Press “View” on the right of the “Survey on Photocopying and Scanning of Printed Copyright Materials” to start the survey.

The screenshot shows the eSurvey web interface. At the top, there is a header with the logo of the Education Bureau of the Hong Kong Special Administrative Region and the text 'eSurvey 網上調查'. Below the header, there is a navigation breadcrumb: [School Portal] > Survey > Survey/Questionnaire. A table titled 'Survey' lists the survey details. The first row is highlighted with a red box, and the 'View' button in the 'Submitted Questionnaire' column is also highlighted with a red box. Below the table, the survey title 'Survey on Photocopying and Scanning of Printed Copyright Materials (July/August 2018)' is displayed in red, along with a 'View' link.

Survey Title	Start/End Date	Survey Creator	Submission Date	
Survey on Photocopying and Scanning of Printed Copyright Materials (July/August 2018)	yyyy/mm/dd~ yyyy/mm/dd	EDB		View

Submitted Questionnaire

Survey Title
Survey on Photocopying and Scanning of Printed Copyright Materials (July/August 2018) [View](#)

- After completing the questionnaire, press “Submit” to send the survey data to the EDB.

The screenshot shows the bottom part of the eSurvey interface. The survey title 'Survey on Photocopying and Scanning of Printed Copyright Materials (July/August 2018)' is displayed. Below the title, there is a row of buttons: 'Submit', 'Guidance Notes', 'Save', 'Print', and 'Back'. The 'Submit' button is highlighted with a red box.

(C) Questionnaire

Schools should fill in the school information and provide information in response to the following questions for the 2017/18 school year (Types of materials: A. printed textbook, B. other printed teaching and learning materials). **Photocopying and scanning of materials not covered by the Licence Agreements with HKRRLS or non-copyright materials should not be counted.**

Question (i)	Number of pages copied [See Note 4]
Question (ii)	Number of pages scanned and displayed in lessons / school activities, which have <u>NOT</u> been uploaded to the school intranet
Question (iii)	Number of pages scanned (<i>Uploaded to the school intranet</i>) [See Note 5]
Question (iv)	Total number of pages used by students (<i>Uploaded to the school intranet</i>) in respect of scanned pages in (iii) [See Note 6]

Notes:

1. Copies made by using photocopiers, scanners, printers, duplicators, mimeograph printers of the school should be counted.
2. Photocopying and scanning of workbooks, workcards, exercise books, worksheets, assignment sheets, tests, examination papers and teachers' resources including instructors' manuals, solutions manuals, test bank and teachers' guides are not covered by the Licence Agreements with HKRRLS. If schools intend to make copies of such licensed materials, they must apply in writing to the relevant copyright owners beforehand. **Copying of such materials, if any, should not be counted.**
3. Schools should be reminded that when making copies by using a master copy made in previous school year, the copies made and used in the current school year should be counted.
4. For the "Number of pages copied", if for example a teacher made 3 pages of photocopy from a textbook and used the copy to make 25 copies by using a duplicator for distribution to 25 students for instructional purpose, the number of pages copied should be $3 \times 25 = 75$ pages.
5. Scanned copies shall be deleted at the end of the academic year in which the scanned copies were made. If a school failed to delete the scanned copies made in the previous school year and reused them in the current school year, such scanned copies should be counted again in the current school year.
6. The following is an illustration for calculating the total number of scanned pages uploaded on the school intranet for students' use.
 - (i) Assuming in the 2017/18 school year, there are 20 S6 students in a secondary school taking Geography. Teachers scanned 6 pages of copyright materials and uploaded them onto school's intranet for download and use by these students. The volume of these scanned pages is $20 \times 6 = 120$ pages.
 - (ii) Assuming in the 2017/18 school year, there are four P1 classes in a primary school and each class has 30 students. Teachers have scanned 10 pages of copyright materials and uploaded them onto school's intranet for download and use by all P1 students. The volume of these scanned pages is $4 \times 30 \times 10 = 1,200$ pages. If only one P1 class is instructed to download and use the scanned copyright materials uploaded onto the school's intranet, the volume of the scanned pages is $1 \times 30 \times 10 = 300$ pages, instead of 1,200 pages.
7. The date of using the copies means the date in which a teacher uses/displays the copies in a lesson/school activity. For example, if a teacher made a copy of printed copyright material in August 2017 to be used for a lesson in January 2018, the expected date of using the copies is January 2018.

Sample screens of the survey (for reference only):



香港特別行政區
教育局



網上調查

Survey

Survey on Photocopying and Scanning of Printed Copyright Materials (July/August 2018)SubmitGuidance NotesSavePrintBack

1. 複印及掃描版權印刷作品調查
Survey on Photocopying and Scanning of Printed Copyright Materials

教育局及五個學校議會(包括津貼小學議會、香港津貼中學議會、補助學校議會、香港按額津貼中學議會及香港特殊學校議會)分別代表官立學校及其會員學校與「香港版權影印授權協會」(以下簡稱「協會」)簽訂特許協議，容許學校複印版權印刷作品作教學用途。現行的特許協議於2015年9月1日起生效，並將於2018年8月31日屆滿。

本調查旨在蒐集學校最新的複印及掃描版權印刷作品作教學用途方面的資料，以助檢討現行的特許協議，並為未來協議作準備。請於**2018年8月31日或之前**在網上完成調查問卷，涵蓋2017年9月1日至2018年8月31日期間的使用數量。

The Education Bureau and five Schools Councils (i.e. Subsidized Primary Schools Council, Hong Kong Subsidized Secondary Schools Council, Grant Schools Council, Caput Schools Council, and Hong Kong Special Schools Council), on behalf of the Government schools and their respective member schools, have entered into Licence Agreements with the Hong Kong Reprographic Rights Licensing Society (HKRRLS) for making copies of printed works for instructional purposes. The existing Licence Agreements which took effect from 1 September 2015 will expire on 31 August 2018.

This survey aims to collect updated information from schools on the volume of photocopying and scanning of printed copyright materials used for instructional purposes to facilitate the review of the current Licence Agreements, and preparation for any future agreements. Please complete the survey **by 31 August 2018** which covers the usage in the period from 1 September 2017 to 31 August 2018.

如有任何查詢，請致電3698 3610與資訊科技教育組吳志輝先生聯絡。
For enquiries, please contact Mr NG Chi-fai of the IT in Education Section at 3698 3610.

2. 學校資料
School Information

學校名稱 School Name *

學校編號(十二位數字) School Number (12-digit) *

(如沒有十二位數字的學校編號，請填上六位數字的學校編號。)
(If 12-digit School Number is not available, please fill in 6-digit School Number instead.)

a.* 學校類別
School Type

小學 Primary School 中學 Secondary School 特殊學校 Special School

b.* 資助類別
Finance Type

官立 Government 資助 Aided 按位津貼 Caput

c.

聯絡人姓名 Name of Contact Person *

聯絡人電話號碼 Contact Person Telephone Number *

d.

學生總數(2017/18學年)
Total no. of students (2017/18 school year) *

3. 複印及掃描版權印刷作品調查

Survey on Photocopying and Scanning of Printed Copyright Materials

2017/18 學年 / S.Y. (1.9.2017 - 31.8.2018)

	A. 印刷課本 Printed textbook	B. 其他印刷教材和學材 (例如: 故事書/文學 作品、字典、期刊) Other printed teaching and learning materials (e.g. reader/literature, dictionary, periodical)
(i) 複印頁的數量 [見備註4] Number of pages copied [See Note 4]	<input type="text"/> *	<input type="text"/> *
(ii) 掃描頁的數量(只在課堂/學校活動 中展示, 並沒有上載至學校內聯 網) Number of pages scanned and displayed in lessons / school activities, which have NOT been uploaded to the school intranet	<input type="text"/> *	<input type="text"/> *
(iii) 掃描頁的數量(上載至學校內聯網) [見備註5] Number of pages scanned (Uploaded to the school intranet) [See Note 5]	<input type="text"/> *	<input type="text"/> *
(iv) 在問題(iii)所掃描並供學生使用頁 數的總量(上載至學校內聯網) [見 備註6] Total number of pages used by students (Uploaded to the school intranet) in respect of scanned pages in (iii) [See Note 6]	<input type="text"/> *	<input type="text"/> *

(D) Enquiries

Enquiry	Responsible Section	Telephone No.
On Survey Questions	ITE Section	3698 3610 / 3698 3601
On G-series account of School Portal System	Executive Assistant (Systems Support) / OSS Section	3540 7353
On G-series related questions of School Portal System	OS Helpdesk / OSS Section	3540 7371