

Intellectual Property & Copyright Policy

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Learner-Friendly Summary

SBK Teaching Standards owns all course materials, website content, branding, and resources created for its online courses. Learners may use these materials for their own study only. They must not copy, share, upload, or distribute any part of the content. Learners keep the copyright to their own assessment submissions, but SBK Teaching Standards is allowed to store and assess them. Some third-party materials (e.g., Prevent course content from Gov.uk) are used under permitted use and remain the property of their original owners.

1. Purpose

This policy sets out how intellectual property (IP) and copyright are managed by SBK Teaching Standards. It protects:

- The rights of SBK Teaching Standards as the creator and owner of course materials
- The rights of learners regarding their own submissions
- The lawful use of third-party materials
- The integrity of the learning environment

2. Scope

This policy applies to:

- All courses delivered by SBK Teaching Standards
- All course materials, assessments, and resources
- All website content, branding, and digital assets
- All learner-generated content submitted for assessment
- All staff, learners, and visitors to the website

3. Definitions

Intellectual Property (IP): Creative works such as text, graphics, assessments, branding, and digital content.

Copyright: Legal protection that gives the owner exclusive rights to use, reproduce, and distribute their work.

Learner-Generated Content: Any work submitted by learners, including assessments, uploaded files, and written responses.

Third-Party Materials: Content owned by external organisations and used under licence or permitted use.

4. Ownership of SBK Teaching Standards Content

4.1 Course Materials

SBK Teaching Standards is the **sole creator and copyright owner** of all course materials, including:

- Written lessons
- Assessments and marking criteria
- CPD materials
- Templates, diagrams, and examples
- Supporting documents
- Digital learning resources

No part of the course content is created by contractors or external providers.

4.2 Website Content

SBK Teaching Standards owns all website content, including:

- Text and written content
- Icons, graphics, and images
- Figma design files
- Framer layouts
- Branding and visual identity



4.3 Trademark Protection

The **SBK Teaching Standards logo** is protected under **ISO trademark registration**.
Unauthorised use of the logo is strictly prohibited.

5. Learner-Generated Content

5.1 Ownership

Learners **retain copyright** in their own assessment submissions and uploaded work.

5.2 Licence Granted to SBK Teaching Standards

By submitting work, learners grant SBK Teaching Standards a **non-exclusive licence** to:

- Store their work
- Assess and mark it
- Retain it for quality assurance, appeals, and compliance
- Use anonymised extracts for training or standardisation

Learner work will **never** be shared publicly without explicit written consent.

6. Permissions and Restrictions for Learners

Learners **may**:

- Access course materials for personal study
- Download resources for their own learning
- Use materials to complete assessments

Learners **must not**:

- Copy, reproduce, or share course materials
- Upload SBK content to any platform (including AI tools)
- Modify, adapt, or redistribute materials
- Use SBK content for commercial purposes
- Use SBK branding, logo, or identity
- Share assessment questions or answers
- Circumvent copyright protections

These restrictions apply to all formats, including screenshots, downloads, transcripts, and recordings.

7. Use of AI Tools

AI use is governed by the **AI Use in Assessments Policy**.

This policy confirms:

- Learners must not upload SBK content into AI tools
- Learners must not use AI to reproduce or distribute SBK materials
- AI-generated work in assessments is regulated separately

This policy focuses solely on protecting SBK intellectual property.

8. Third-Party Materials

SBK Teaching Standards uses minimal third-party content. The only course containing external material is the **Prevent course**, which references content from **Gov.uk**.

- Third-party materials remain the property of their respective owners
- They are used under permitted use, licence, or public-sector information rights
- Learners must not copy or redistribute third-party materials

9. Infringement and Enforcement

SBK Teaching Standards applies **standard enforcement**, which includes:

1. **Initial warning** to cease the infringement
2. **Removal of access** to course materials if infringement continues
3. **Investigation under the Malpractice Policy**
4. **Possible termination of enrolment** for repeated or serious breaches

Serious cases may be escalated if required by law.

10. Reporting Concerns

Learners may report suspected misuse of SBK content by emailing:

SBK-teaching-standards@outlook.com

Reports are handled confidentially.

11. Linked Policies

This policy should be read alongside:

- **Terms and Conditions of Service**
- **Online Safety and Learner Conduct Policy**
- **Data Protection Policy and Information Security Policy**
- **Assessment Policy**
- **Malpractice Policy**
- **AI Use in Assessments Policy**

12. Review Cycle

This policy is reviewed **annually** or sooner if:

- New courses are added
- New third-party materials are introduced
- Legal requirements change
- Branding or trademarks are updated