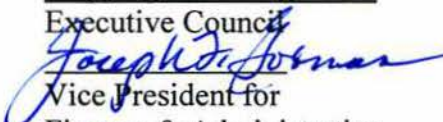
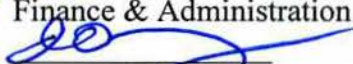


**Policy#:** **IT 1.02**  
Classification: Information Technology & Resources  
Category: Information Services  
**Topic:** **Copyright Infringement**  
Approved by: Executive Council  
Signature:   
Title: Vice President for Finance & Administration  
Signature:   
Title: Executive Director, ITR  
Original Date: February 12, 2004  
Latest Review: November 2005  
Latest Revision: October 2008

## **COPYRIGHT INFRINGEMENT**

Copying of protected works without permission from the copyright owner or payment to a designated agency is prohibited by law (Title 17 of the United States Code, created primarily by the Copyright Act of 1976 and amendments and the Digital Millennium Copyright Act of 1998 - DMCA). In the past, students and faculty have largely obeyed the law by following guidelines for "Fair Use" copying for academic purposes. Due to the prevalence and ease of sharing copyrighted music and other intellectual property through the Internet, however, the College finds it necessary to take additional steps to deter such copying, to block use of College facilities for such actions when possible, and to respond to notifications received from copyright owners in accordance with the DMCA. Therefore:

1. The College shall designate an agent to receive reports from copyright owners of any infringing use at the College.
2. This policy and contact information for the agent shall be posted on the College Web site.
3. Upon receipt of a report of copyright infringement, the agent shall immediately communicate this to the College office of Information Technology and Resources (ITR), who will investigate the facts of the case and determine if an infringing activity is occurring.
4. Upon discovery of an infringing activity, ITR will notify the responsible party or parties that the activity must cease, and that it will be blocked if not stopped.
5. ITR staff will block infringing activities within 48 hours of discovery if subscriber does not cease the activity.

6. ITR will refer repeat cases to the relevant Vice President for further action. Actions may include loss of network privileges, probation, and termination of an employee or expulsion of a student from the College.