Procedures for Handling Unauthorized Distribution of Copyrighted Material

Technology Guideline

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Authorized ?Agent? per the
Digital Millennium Act
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Respect for a person's work and personal expression is especially critical in a computer environment because electronic information is volatile and easily reproduced. UNI will not condone actions that infringe copyrights or violate property rights, including those rights applicable to computer software or digital media (e.g. music and video). The unauthorized sharing of copyright protected materials is a violation of Federal law and university policy covering the use of computer resources and copyright protected materials.

Unauthorized distribution of copyright protected materials, including unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal penalties, and university disciplinary actions.

Upon receipt of a report of copyright sharing violation, Information Technology Services will:

Process for first copyright infringement violation for a machine registered on either ResNet (owner) or UNI-Net (authorized user):

- Respond to complainant that this matter will be investigated and dealt with appropriately.
- Inform the System Administrator (owner) of the reported IP address, Network Administrator for that IP address, Administrative Supervisor (for UNI faculty/staff) or ResNet Administrative Staff (for students), and Computer Consulting Center that we have been informed of an alleged copyright violation, copy of the alleged infringement, and how this issue needs to be addressed.
- Restrict network access for reported IP address until action has been taken to resolve the alleged problem.
- When alleged violation has been resolved, and if applicable a signed Statement on Copyright Infringement and Computer Sharing has been received, the restriction on network access will be lifted.
- System Owner of the reported IP address is informed of process surrounding subsequent violations through Step 4 above.

Process for subsequent copyright infringement violation for an owner of a machine registered on ResNet or the authorized user for a machine registered on UNI-Net:

- Respond to complainant that this matter will be investigated and dealt with appropriately.
- Inform the System Administrator (owner) of the reported IP address, Network Administrator for that IP address, Administrative Supervisor (for UNI faculty/staff) or ResNet Administrative Staff (for students), and Computer Consulting Center that we have been informed of an alleged copyright violation and how this issue needs to be addressed.
- Restrict network access for reported IP address until action has been taken to resolve the alleged problem.
- Report incident to appropriate internal unit. For students this would be the Dean of Students. For Faculty and Staff this will be Human Resource Services.
- Access to all machines registered to this individual will be removed for 30 days or until advised by the appropriate unit. Further violations could result in permanent loss of network access.
- If and when alleged violation has been resolved to satisfaction of disciplinary process the restriction on network access will be lifted.

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