

# *Digital Copyright Compliance*

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Downloading, copying and sharing material, such as music, movies, games, and applications, for which the copyright holder has not given you rights is both against the law and Ingram Tech's [Acceptable Use Policy](#) for computing resources.

## *Introduction*

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The Higher Education Opportunity Act (HEOA), also referred to as H.R. 4137, was signed into law on August 14, 2008. H.R. 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.

This law requires us to take the following steps to deter illegal downloading:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law will be placed in their student handbook.
- A plan to “effectively combat” copyright abuse on the campus network using a “variety of technology-based deterrents”
  - Provide access to and offer alternatives to illegal downloading

## *Annual Disclosure*

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Ingram uses the following methods to inform the College community about the law and Reed's response to copyright infringement claims:

- In order to use college computing resources, all members of the Ingram Community endorse an Acceptable Use Policy that includes a section on copyright compliance.

- Beginning fall 2010 and every semester thereafter, Ingram IT Services will present hand out at student orientation regarding illegal distribution of copyrighted materials.
- Computing staff and faculty are made aware of legalities associated with peer to peer file sharing during annual orientation.
- Ingram's policies concerning the Digital Millennium Copyright Act and our response to infringement claims are published on the web site.

## *Technology Based Deterrents*

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We currently employ Web Sense blocking technology to prioritize network traffic. We limit the amount of bandwidth available to P2P applications and also filter such applications since Ingram student are incarcerated and not allow internet use to such site.

## *Offer alternatives to illegal file sharing*

- Ingram do not have any nor offer any alternatives

## *Copyright Violation Notice*

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The Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) actively notifies Ingram of individuals on the network who are offering and/or receiving copyrighted movies or music recordings for download through peer to peer applications.

Ingram takes these reports very seriously and will take steps to address any infringing activity. Failure to take these actions can potentially result in liability for the University itself. In addition to any University-imposed action, any student using his/her network access privileges to engage in the downloading, uploading, or other unauthorized distribution of copyrighted materials is potentially at risk of becoming the target of legal action for copyright infringement. Legal actions in prior years have resulted in thousands of dollars in fines levied against our students.

As detailed in the Student Handbook, there are several steps taken when notification is received for these illegal activities. These steps can include loss of network access through the residence halls and wireless network, fines being levied against your student account, and further disciplinary actions. Please read your student handbook for the details.

Thank you for your serious consideration of these matters.

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# Campus Computing Acceptable Use Policy

## *General Principles*

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Access to Ingram 's computer systems and network is a privilege and not a right. As such, access to computer systems and a network owned or operated by Ingram imposes certain responsibilities and obligations and is granted subject to College policies, and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

## *Guidelines*

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### In making acceptable use of resources you must:

- use resources only for authorized purposes.
- protect your user id and system from unauthorized use. You are responsible for all activities on your user id or that originate from your system.
- access only information that is your own, that is publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- use only legally obtained versions of sound recordings and movies downloaded from the network or internet.
- be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

### In making acceptable use of resources you must NOT:

- use another person's system, user id, password, files, or data without permission.
- use computer programs to decode passwords or access control information.
- attempt to circumvent or subvert system or network security measures.
- engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to College data.
- use College systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.

- make or use illegal copies of copyrighted materials or software, store such copies on College systems, or transmit them over College networks.
- use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user id.
- waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- use the College's systems or networks for personal gain; for example, by selling access to your user id or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
- engage in any other activity that does not comply with the General Principles presented above.

### *Enforcement*

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The College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems or systems attached to the College network allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the student handbook, niques. Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property.

### *Information Disclaimer*

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Individuals using computer systems owned by Ingram do so subject to applicable laws and College policies. Ingram disclaims any responsibility and/or warranties for information and materials residing on non-College systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of Ingram, its faculty, staff, or students.

These guidelines should not be construed as a limit on any individual's right under the Constitution of the United States.