



## Unauthorized Distribution of Copyrighted Materials Policy

Applies To:	All	Policy Number:	ITS-0014
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### Policy

In accordance with the requirements of the United States HR 4137 Act Sec 493(29), the ITS department has installed a packet filtering solution to drop incoming and outgoing TCP/IP and UDP packets from all known illegal file-sharing services with the exception of those known to be operating within the law as viable entities (i.e. Apple's iTunes, Napster).

When the RIAA or any copyright owner sends the ITS department a warning or "settlement letter" with Internet Protocol (IP) addresses of alleged offender requesting that the University forward the letter to the user whom they allege have infringed the copyright upon. ITS will internally identify and forward the notice to the individual whose computers are on record as being assigned to the IP address identified in the settlement notice.

The University is not responsible for the accuracy of the identification of addresses to which such notices are sent or for how individual users elect to respond to such notices. All users of University IT resources are ultimately responsible for their own conduct and for responding to any notification received from a copyright owner that is passed on to the user by the University. Users who have questions regarding a notice should contact legal counsel of their own choosing for advice.

Annually, the University will notify all students that if found in violation of this Act, they will be they will be dealt with as documented below.

On the first detection, ITS will block the port and/or MAC address of the offending device. The user of the device will need to see the ITS-Helpdesk manager to discuss the activity and take corrective action to eliminate the activity. Once cleared up, ITS will remove the block.

On any successive detection, ITS will block the port and/or MAC address of the offending device. The user of the device will need to report to the Dean of Students. The Dean of Students will then handle the case according to Student Code of Conduct. Once the Dean of Students communicates approval in writing to lift the block for the offending device to ITS, then, and only then, ITS will then remove the block. Legally, civil or criminal penalties may apply.

## **For University Owned Computer Equipment**

University owned equipment will be routinely checked for common P2P applications. P2P based applications are neither authorized for use nor supported by the ITS department.