

Appropriate Use of Copyrighted Material Concord University

1. Technology-based deterrents

- a. Computer Services uses the following technology-based deterrents:
 - i. Traffic shapers
 - ii. Severely limiting bandwidth on the residence hall network
 - iii. Periodically monitoring for unusual traffic, bittorrent downloads, etc.

2. Mechanisms for education and informing the Concord community about appropriate vs. inappropriate use of copyrighted material

a. Concord web site:

- i. Develop a web page to include:
 1. A statement that explicitly informs Concord students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities;
 2. A summary of the penalties for violation of Federal copyright laws;
 - a. See Educause resources
 3. Legal alternatives for downloading or otherwise acquiring copyrighted material;
 - a. See Educause resources
 4. A description of Concord's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using Concord's information technology system;
 5. This plan; its review schedule; and results of plan reviews.
- ii. Annually, during the first month of the Fall semester, use a billboard to publicize and link to the above web page;

b. Student Handbook:

- i. Add the materials from Section 2.a to the Student Handbook;

c. UNIV 100 (required freshman course)

- i. Review the technology session course content to ensure content meets federal requirement for disclosure (informing the students about copyright policy and law, along with the consequences of unauthorized distribution of copyrighted materials both Federal and University) as well as educates students about academic values, Fair Use in higher education, and legal alternatives for downloading.

3. Procedures for handling unauthorized distribution of copyrighted material including disciplinary procedures

- a. Concord Acceptable Use Policy
 - i. Need review and specific references
- b. Discipline policy in Student Handbook
 - i. Need specific references

4. Procedures for periodically reviewing the effectiveness of these plans

- a. This plan will be reviewed annually by the University Technology Committee.
- b. The review schedule and results will be published on Concord's website.