

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Information Technology**

POLICY/PROCEDURE: **File Sharing and Copyright Infringement**

DATE: **28 November 2006**

NUMBER: **6.03**

REVISION(S): 28 July 2009

FILE SHARING AND COPYRIGHT INFRINGEMENT

Federal copyright law applies to all forms of information, including electronic communications. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

Ouachita Technical College complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of the OTC network, e-mail system, or Web site to transfer copyrighted material that is not owned by the employee, the student, the user, or violates the licensing agreement, including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of popular file sharing programs such as KaZaA, Morpheus, iMesh, etc. is, in most cases, a violation of College policy and federal law.

MONITORING AND ENFORCEMENT

All networks belonging to OTC are routinely monitored for peer-to-peer protocols and hosts, particularly those using large amounts of bandwidth. Hosts that are found using suspicious protocols will be investigated and if there is reasonable doubt about the activities, the host in question will be denied internet access until the issue can be resolved.

If it is determined that an individual or machine is participating in illegal file sharing or any other acts that would violate the DMCA, that account will be suspended until the responsible party is notified and counseled regarding this policy. Upon review and acknowledgment of this policy, the account will be restored. Repeat offenders will have their accounts permanently suspended.

Acts of copyright infringement are violations of state and federal laws, and as such, may result in criminal charges.

AUTHENTICATION (Signature):

COPP

President

28 July, 2009
(Date)

6.03