

## Copyright Infringement Policy

Sam Houston State University does not scan the network looking for copyright infringements. The University is legally required to take action if a copyright holder or representative of the copyright holder contacts the University regarding a suspected violation. Your Internet access will be disabled and you must make an appointment to discuss the matter with the campus Copyright Officer (ext.4-1613).

### *First Notification:*

- You have **48 hours** to:
  - complete the Copyright tutorial linked from the Library's webpage and Information Resources site
  - pass the test at the end of the tutorial
  - 80% will be considered passing. A certificate will be generated. Bring the certificate with you to the meeting with the Copyright Officer
  - make an appointment with the University's Copyright Officer (the Director of Library Services); call 936-294-1613
  
- At the appointment with the University's Copyright Officer (The Director of Library Services) to discuss the University's copyright policy and acceptable use of computers on campus.
  
- *If you feel the notification is unjustified you will have an opportunity to provide proof the material is not on your computer its use is permitted under current copyright laws.*
  
- Your access to the University's network will be disabled if you do not complete the tutorial and meet with the Copyright Officer within 48 hours after notification.
  
- You are required to remove all material that you have not legally acquired and the peer-2-peer- software used to download music, media, games, etc. If you are not sure how to remove the material or the file sharing software, you are encouraged take the system (desktop, laptop or video game console) the Library's Technical Support office, NGL 126.
  
- You will sign a statement indicating that you understand the copyright issues and will remove the copyrighted material identified in the notification.
  
- Your account will be reinstated after you have verified that the copyrighted material and file sharing software has been removed by calling the office of the Director of Library Services.
  
- Failure to respond will result in continued loss of access to the Internet and possibly a fine of up to \$50.

### *Second Notification*

- You have **48 hours** to:
  - complete the Copyright tutorial linked from the Library's webpage and Information Resources site
  - pass the test at the end of the tutorial
  - 90% will be considered passing. A certificate will be generated. Bring the certificate with you to the meeting with the Copyright Officer
  - make an appointment with the University's Copyright Officer (the Director of Library Services); call 936-294-1613
- At the appointment with the University's Copyright Officer (The Director of Library Services) you will discuss the University's copyright policy and acceptable use of computers on campus.
- *If you feel the notification is unjustified you will have an opportunity to provide proof the material is not on your computer or its use is permitted under current copyright laws.*
- Your access to the University's network will be disabled if you do not complete the tutorial and meet with the Copyright Officer within 48 hours after notification.
- You are required to remove all material that you have not legally acquired and the peer-2- peer- software used to download music, media, games, etc.
- You **must** take the system (desktop, laptop or video game console) the Library's Computer Support office, NGL 126, to prove the software and copyrighted material has been removed. Appointments may be made between 9 a.m. and 6 p.m.
- You will sign a statement indicating that you understand the copyright issues and will remove the copyrighted material identified in the notification.
- Your account will be reinstated after the Library's Technical Support office, NGL 126 verifies that the copyrighted material and file sharing software has been removed
- Failure to respond will result in continued loss of access to the Internet and possibly a fine of up to \$100.

### *Third Notification:*

- Make and appointment with the University's Copyright Officer (The Director of Library Services)
- If you feel the notification is unjustified you will have an opportunity to provide proof the material is not on your computer or its use is permitted under current copyright laws.

- You are **required** to take the system to the Library's Technical Support office, NGL 126, to prove the software and copyrighted material has been removed.
- Access to the University's computer network will be immediately disabled and **could** remain disabled for 6 weeks with the possibility of a permanent ban from the University's computer network.
- The incident will be reported to the appropriate individual or the University's Student Disciplinary Committee for action. (*appropriate individual=a Dean or Department chair if a faculty or staff member is involved*)
- Failure to respond will result in a fine of up to \$150.