

Copyright Policy

This policy applies to those who use Ameritech College's network or equipment to share files, including (but are not limited to) Ameritech College faculty, staff, students, guests, external individuals and organizations accessing network services via Ameritech College's networking or computing facilities.

Upon notification or due to detection, Ameritech College's Information Technology Department will take all necessary actions, including but not limited to temporary disconnection from internet access, to stop illegal sharing of copyrighted material on its network or computing devices by identified users.

This is in accord with the Digital Millennium Copyright Act (DMCA), which provides educational institutions with some protections if individual members of the community violate the law. For Ameritech College to maintain this protection, it must expeditiously take down or otherwise block access to infringing material whenever it is brought to the attention of the organization.

Example of Activities Violating Federal Law

Following are some examples of copyright infringement that may be found in a college setting:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
- Using corporate logos without permission
- Placing an electronic copy of a standardized test on a department's web site without permission of the copyright owner
- Enhancing a departmental web site with music that is downloaded or artwork that is scanned from a book, all without attribution or permission of the copyright owners
- Scanning a photograph that has been published and using it without permission or attribution
- Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner
- Torrenting or other peer to peer communication on the network

Procedures

Notices are sent to the Information Technology Department from organizations that represent the artists and copyright holders. When Ameritech College receives such a notice, IT staff look up the device by IP or MAC address to identify the individual or responsible administrator. If it is possible to determine the responsible party, that person is notified that they must remove the infringing material from their computer and inform the IT Department once this has been done.

First-time Notifications

If this is the first notification that the College has received on an individual and the infringing material has not been removed from the computer within five days action, a report about the copyright violation will be sent by IT to the appropriate offices and/or individuals: for students, Student Services; for faculty and staff, their supervisor and Human Resources.

In addition, a staff member found violating this policy who did not remove the content in the allotted time must complete a form acknowledging that they have read and will abide by this policy.

Subsequent Notification Process for Students

If students are identified as having committed a second copyright infringement, Student Services will be notified and may take additional action appropriate to the College's disciplinary process. If students are notified of copyright infringement a third time, additional sanctions may be applied.

Subsequent Notification Process for Faculty and Staff

Faculty and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable copyright laws. The College is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals.

Action Taken in Response to Subpoenas

Upon receipt of a valid subpoena, Ameritech College is obligated to turn over any electronic information regarding specific instances of infringing material that has been allegedly transmitted over its networks.