



## **ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS**

Southwest University faculty and employees are prohibited from using the SU information network to illegally download or share music, video and all other copyrighted intellectual property; Southwest University supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Lieder the law, college administrators may be obligated to provide copyright holders with information about users of the SU information network who have violated the law.

Be aware that illegal forms of downloading and Peer to Peer file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and \_ may subject you to academic sanctions from the college as well as criminal and civil penalties including a lawsuit against you by the Recording Industry Association of America (RIAA) learn more at [www.campusdownloading.com](http://www.campusdownloading.com).

The University has developed policies and consequences to ensure that faculty and staff respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies below under the Misuse of Computer information & Resources Policy.

There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options; including download and subscription services legitimate peer to peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading- sites, access [www.riaa.com](http://www.riaa.com).

### **MISUSE OF COMPUTER INFORMATION & RESOURCES POLICY**

This administrative procedure implements **Procedures Regarding Misuse of Computer Information.**

Abuse of computing, networking or information resources contained in or part of the network may result in the loss of computer privileges. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable college policies, or procedures. Complaints alleging abuse of the network will be directed to those responsible for taking appropriate disciplinary action illegal reproduction of material protected by U.S. and International Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.



Examples of behaviors constituting abuse include, but are not limited to the following activities:

### **System Abuse**

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse.
- Forging email messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes. Masking the identity or an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined.
- Attempting to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the network.

### **Harassment**

- Using the telephone, email or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment.



- Knowingly downloading, displaying or transmitting by use of the network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Posting on electronic bulletin boards material that violates existing laws or the University's Codes of Conduct.
- Using the network to publish false or defamatory information about another person.

### **Copyright**

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on Web sites in violation of copyright laws.

### **Exceptions**

Activities by technical staff, as authorize by appropriate university officials to take action or security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the network. Although personal use is not an intended use, SU recognizes that the network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provide that such usage is ordinarily on an employee's own time is occasional and does interfere with or burden SU's operation.