

Procedure for Copyright Infringement Notices -Residence Students

First offense

- Office of Security and Access Management emails the student informing him or her of the infringement notice, and the necessary procedures for responding to the allegations; carbon copy to University Counsel.
- Office of Security and Access Management disconnects student and forwards notification to Resnet, who will notify the student's Residence Hall Director.
- Student will be required to:
 - o Remove the offending material from their computer and discontinue illegal file sharing activities.
 - o View online educational videos, read resource material and required to successfully complete a quiz about Copyright Infringement.
 - o Call the Office of Security and Access Management to schedule an appointment to speak to a Security Analyst.
 - o Hand deliver a signed Compliance verification form to the Office of Security and Access Management at your scheduled appointment, attesting that all of the requirements described above have been met.
- Upon receipt of the required materials, the Office of Security and Access Management will restore the student's Internet access.

Second offense

- Office of Security and Access Management emails the student informing him or her of the infringement notice, and the necessary procedures for responding to the allegations; carbon copy to University Counsel.
- Office of Security and Access Management disconnects student and forwards notification to Resnet, who will notify the student's Residence Hall Director.
- Student will be required to: (additional requirements highlighted in bold below)
 - o Remove the offending material from his or her computer and discontinue illegal file sharing activities.
 - o **Required to provide a receipt from ResNet or another reputable computer support company verifying removal of the infringing material and P2P software.**

- o View online educational videos, read resource material and required to successfully complete a quiz about Copyright Infringement.
- o Call the Office of Security and Access Management to schedule an appointment to speak to a Security Analyst.
- o Hand deliver a signed Compliance verification form to the Office of Security and Access Management at your scheduled appointment, attesting that all of the requirements described above have been met.
- o **Provide the receipt verifying removal of the infringing material and P2P software at the appointment.**
- Upon receipt of the required materials, the Office of Security and Access Management will restore student's Internet access.

Third Offense (and any future offenses):

- Office of Security and Access Management emails the student informing him or her of the infringement notice, and the necessary procedures for responding to the allegations; carbon copy to University Counsel.
- Office of Security and Access Management disconnects student and forwards notification to Resnet, who will notify the student's Residence Hall Director.
- Student will be required to:
 - o Remove the offending material from his or her computer and discontinue illegal file sharing activities.
 - o Required to provide a receipt from ResNet or another reputable computer support company verifying removal of the infringing material and P2P software.
 - o View online educational videos, read resource material and required to successfully complete a quiz about Copyright Infringement.
 - o Call the Office of Security and Access Management to schedule an appointment to speak to a Security Analyst.
 - o Hand deliver a signed Compliance verification form to the Office of Security and Access Management at your scheduled appointment, attesting that all of the requirements described above have been met.
 - o Provide the receipt verifying removal of the infringing material and P2P software at the appointment.

- o Upon receipt of the required materials, Security Office will restore student's network access pending the Judicial Affairs hearing.
- o **Attend a Judicial Affairs hearing to determine further consequences.**

* Special notes

- Student may file a counter notification in response to any given notice, at which point their network connection will be restored.
- ResNet office in TriTowers can verify that a student's computer has been cleaned of offending material(s) and that file sharing software is either disabled or removed.

Version 1.7

Last Revised: 7/02/2010