



511 POLICY - Copyright and Peer-to-Peer File Sharing

511.1 Statement of Policy

Redlands Community College is committed to complying with H.R. 4137, The Higher Education Opportunity Act (HEOA) in regards to copyright and peer-to-peer file sharing. The procedure related to the policy is published in the Procedures section of the Policies and Procedures Manual.

511.2 Compliance Requirements

This policy is designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These HEOA provisions require the institution to:

- make an annual disclosure to inform students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describe the steps that the institution will take to detect and punish illegal distribution of copyrighted materials;
- certify to the U.S. Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material;
- provide alternatives, “to the extent practicable,” to illegal file sharing;
- identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials.

Adopted December 2010



511 PROCEDURE - Copyright and Peer-to-Peer File Sharing

511.1:1 Statement of Procedure

The Technology Office at Redlands Community College will comply with the Higher Education Opportunity Act (HEOA) in the following manner:

- A. Annual Disclosure
 - All users of the Redlands Enterprise Network must endorse a REN Acceptable User Agreement that includes a section on copyright compliance;
 - The new student orientation each fall includes an emphasis on complying with copyright laws;
 - Posters in all student computer labs and elsewhere on campus discourage illegal file sharing;
 - All technology and library staff, including student workers, are regularly trained on the College's position regarding copyright issues;
 - All employees and students periodically receive email regarding copyright infringement and related issues;
 - All student syllabi have a section on copyright and plagiarism.
- B. Plans to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material
 - Core to academic integrity is respect for copyright. Users who violate any of the stated policies and procedures first receive a reminder that peer-to-peer file sharing is illegal and against the College's Policies and Procedures.
 - Upon notification by management in charge of technology that a copyright infringement has may have occurred, the administrator in charge of student affairs handles the initial response to Digital Millennium Copyright Act (DMCA) violations by students. Violators may lose access to the College Network until they pay a fine and review online materials explaining copyright rules. The administrator in charge of student affairs manages subsequent violations. Institutional penalties for repeat offenders may include, but are not limited to, loss of network access and fines. Offenders may also be subject to civil and criminal legal proceedings.
- C. Alternatives to Illegal File Sharing
 - Educause, a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology, maintains a comprehensive list of legal downloading resources, [<http://www.educause.edu/legalcontent>]. Redlands Community College



encourages all REN users to take advantage of these legitimate sources of digital content.

D. Periodic Review of Plan and Assessment Criteria

- The Technology Office regularly reviews the number and severity of alleged DMCA violations to determine if changes in disciplinary procedures or educational materials are needed and provides a report of that review to the administrator in charge of student affairs;
- The Technology Office reviews technical deterrents annually to determine if these deterrents remain effective in limiting undesirable activity.
- The Technology Office regularly reviews newly available technology for use as deterrents and determines the need and timing for implementation.

Adopted February 2011