

*Office of the  
Associate Vice President for Information Resources*

**POLICY FOR DEALING WITH ELECTRONIC COPYRIGHT  
INFRINGEMENT/NETWORK MISUSE**

*Copyright Infringements Reported by Outside Agencies*

Upon notification of copyright infringement, Network Administrator completes Judicial Affairs Incident Report Form and forwards to Judicial Affairs Director and to Library Director who serves as Campus Copyright Compliance Officer.

Library Director responds to notice of copyright infringement.

Judicial Affairs Director handles infringement according to Judicial Affairs review procedures. Students found in violation of the Electronic Use Policy will likely receive the following sanctions: 1) one semester disciplinary probation; 2) letter of apology to Network Administrator; and 3) writing a paper on copyright.

*Copyright Infringements or Network Misuse Not Reported by Outside Agencies*

First violation - Network Administrator notifies student directly.

Subsequent violations - Network Administrator completes Judicial Affairs Incident Report Form and forwards to Judicial Affairs. Judicial Affairs Director handles infringement according to Judicial Affairs Review procedures as described above; MP3 violations are likely to be sanctioned with residence hall probation; movie downloads are likely to be sanctioned with disciplinary probation. Any repeated violations will likely result in additional and more severe sanctions.

*September 2002*