

**Coppin State University
Information Technology Division
Policies and Procedures**

Policy #: ITD – GEN – 004 **Version: 01**
Subject: CSU Illegal File Sharing **Effective Date: 01/09/2008**
 Prevention Policy

I. Purpose

The purpose of this policy is to confirm Coppin State University's (CSU) commitment to prevent illegal file sharing involving copyrighted material in accordance the Higher Education Opportunity Act of 2008 (HEOA), the Digital Millennium Copyright Act of 1998 (DCMA), and applicable state and federal laws.

II. Definitions

The following definitions apply for the purpose of this policy:

Accountability: A system's ability to determine the actions and behavior of a single individual within a system, and to identify that particular individual.

Authorization: The rights and permissions granted to an individual (or process), which enables access to a computer resource.

Authorized Software: Software owned or licensed and used in accordance with the software license or software approved for use by the agency for a specific job function.

Computer: An electronic, magnetic, optical, or other data processing device or system that performs logical, arithmetic, memory, or storage functions. It includes any data storage facility, or communications facility that is directly related to or operated in conjunction with that device or system.

Copyright: A legal protection of intellectual property that is provided for by the laws of the United States to the owners of copyright including, but not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film, multi-media works, software, digital works, and unpublished materials.

DMCA: The Digital Millennium Copyright Act of 1998 (DMCA) is the federal law that prohibits the copying and/or distribution of digital copyrighted material without permission from the owner.

Employee: An individual performing work at CSU in return for remuneration.

IT Systems: Automated systems: communications systems including wireless systems, computer systems, hardware and software, application systems, networks, workstations, servers, personal digital assistants and data on the IT System.

HEOA: Higher Education Opportunity Act of 2008 (HEOA) outlines preventive measure universities should employ to minimize illegal file sharing via peer-to-peer networks.

Network: A system containing any combination of computers, computer terminals, printers, audio or visual display devices or telephones interconnected by telecommunications equipment or cables, used to transmit or receive information.

Peer-To-Peer File Sharing: The practice of distributing or providing access to digitally stored information, such as computer programs, multimedia (audio, images, and video), documents, or electronic books directly between users.

Policy: For purposes of this document means both Policy and Standards

Risk: The probability that a particular threat will exploit a particular vulnerability of an IT System.

Software: Computer programs, instructions, procedures, or associated documentation that is concerned with the operation of a computer system.

Student: An individual who is enrolled in and attends classes at CSU.

III. Policy

In support of HEOA and DCMA directives, CSU expects that all members of the university community (users) respect the rights of ownership of intellectual property by adhering to United States copyright laws, CSU policies, and state and federal laws. Users shall utilize copyrighted material, including materials and software, for authorized purposes only and in accordance with their specific copyrights, licenses, or agreements.

Users shall not copy, download, store, or share unauthorized copyrighted material (e.g. music and videos) on CSU computers, IT systems or networks. In addition, users shall not engage in the sharing of copyrighted material through the use of peer-to-peer networks.

IV. Procedure

Policy Compliance

All members of the campus community including faculty, staff, and students shall:

- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal and academic use.
- Be aware that file sharing in violation of copyright is prohibited.
- Not use, copy, or share copyrighted works unless possessing a legal right to do so.

Failure to comply with the above may provide the basis for sanctions or disciplinary action, and in serious violations, civil litigation and/or criminal prosecution.

Technology Support: CSU shall minimize the potential for illegal file sharing by implementing the following measures:

- Block access to Peer-to-Peer connections between CSU equipment and external networks.
 - Special requests to access Peer-to-Peer networks shall be evaluated by the OIT on a case-by-case basis and permission determined by academic need and potential risk.
- Utilize media monitoring software (Audible Magic) to determine if infractions have occurred.
- Violators lose access to the Internet until illegal file sharing activities/software are removed from their computing device(s)

Student Awareness:

Students shall be notified of the applicable policies and laws regarding copyrighted materials and use of Peer-to-Peer networks through the following mechanisms:

- Student Orientation
- Technology Fluency Course
- Student Handbook
- Faculty Advisories

Alternative Sources for Copyrighted Materials:

Students shall be advised that some copyrighted materials are made available for public use via agreements with the copyright owners. Some sources are provided below:

Multiple Formats:

EDUCAUSE (<http://www.educause.edu/legalcontent>)

Free Music:

- [Last.FM](http://www.last.fm/) (<http://www.last.fm/>)
- [Freeplay Music](http://www.freeplaymusic.com/) (<http://www.freeplaymusic.com/>)
- [Pandora](http://www.pandora.com) (<http://www.pandora.com>)
- [Garageband](http://www.ilike.com/garageband) (<http://www.ilike.com/garageband>)

- [MTV.com](http://www.mtv.com/music/downloads/) (<http://www.mtv.com/music/downloads/>)
- [Yahoo Radio](http://new.music.yahoo.com/) (<http://new.music.yahoo.com/>)

At-Cost Music

- [Amazon MP3](http://www.amazon.com/MP3-Music-Download/) (<http://www.amazon.com/MP3-Music-Download/>)
- [iTunes](http://www.apple.com/itunes/) (<http://www.apple.com/itunes/>)
- [Rhapsody](http://www.rhapsody.com/home.html) (<http://www.rhapsody.com/home.html>)

Assessment:

Compliance to this policy, as well as support of HEOA and DCMA directives, shall be monitored by evaluating the number of infractions year over year. Based on the outcomes of monitoring, modifications to applicable policies, student awareness programs, and technological support shall be implemented where necessary.

V. References

- **Handbook: The Eagle Guide (Linked via** <http://www.coppin.edu/StudentAffairs/>)
- **Web Site: DCMA Summary,** (<http://www.copyright.gov/legislation/dmca.pdf>)
- **Web Site: HEOA 2008 Summary,** <http://www2.ed.gov/policy/highered/leg/hea08/index.html>