

OFFICE OF INFORMATION TECHNOLOGY

Policies and Procedures Manual

1.8. Unauthorized Electronic Distribution of Copyrighted Materials Policy

1.8.1. Approval and adoption

- 1.8.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 11/25/2008.
- 1.8.1.2. Updated formatting and content of the document. Reviewed and approved by the Interim Chief Human Resources Officer, Chief Information Officer, and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

1.8.2. Purpose

- 1.8.2.1. To try to prevent the unauthorized electronic distribution of copyrighted materials and comply with the Higher Education Opportunity Act (HEOA) of 2008 and the Digital Millennium Copyright Act (DMCA) of 1998.
- 1.8.2.2. To restrict the use of Peer-to-Peer (P2P) applications that are used to connect a computer directly to other computers in order to transfer electronic files between the systems in a manner that compromises the University network and makes the electronic distribution of copyrighted materials possible. Examples of P2P applications include, but are not limited to, BitTorrent, Gnutella, GUNet, eDonkey, LimeWire, Ants P2P, Morpheus, and KaZaA.

1.8.3. Policy

- 1.8.3.1. Peer-to-Peer (P2P) applications are restricted from use on the University of La Verne network unless specifically authorized by the Office of Information Technology (OIT) for legitimate and legal electronic distribution of materials for academic purposes.
- 1.8.3.2. OIT will utilize network security tools to monitor, identify, and mitigate inappropriate network usage such as P2P traffic.
- 1.8.3.3. Computers that are found to be engaging in P2P activity on the network will be automatically blocked from accessing the network (including the Internet) for 30 minutes. Repeated infractions will result in a manual block of access until such time as the individual responsible signs a document stating they are aware of this policy and will abide by it. Further violations

will result in the loss of network privileges and a referral to the Dean of Student Affairs or Office of Human Resources for disciplinary action and reinstatement consideration.

- 1.8.3.4. In the event a Digital Millennium Copyright Act (DMCA) notice is received by the University identifying specific IP addresses that have participated in unauthorized electronic distribution of copyrighted materials, the corresponding device in question has its network/Internet access revoked. The DMCA notice is sent to the computer owner, with a copy going to Housing and Residential Life or Office of Human Resources personnel for possible action. The individual is warned that a second offense will result in a temporary loss of network privileges, while a third offense will result in a permanent loss of network privileges.

1.8.4. Procedure

- 1.8.4.1. University of La Verne employees who require the use of P2P applications for legitimate and legal electronic distribution of materials for academic purposes should contact the OIT Help Desk and request an exception to the policy.