Scope

All Clarkson University units, students and employees.

Reason for Policy

This policy is intended to establish a procedure for responding to notifications of copyright infringement.

Policy Statement

Clarkson University takes very seriously the rights of copyright holders. As such, it is forbidden for an individual to use Clarkson University resources to intentionally distribute copyrighted materials without the copyright holder’s consent. If it comes to the attention of an OIT staff member that a network device is being utilized to illegally distribute copyrighted materials, action will be taken per the steps below.

Procedures

If the owner of the device in question is a student, then the student will be required to visit the HelpDesk and speak with either the Director of Network Services and Information Security or the CIO. If the student does not appear within 24-hours, network access will be terminated in accordance with the Network Shutdown Policy. For a first offense, the student will be required to read and sign a “Notification of Acceptable Use Violation Form” and will be fined $100. In the case of a second offense, the student will be fined $100 and referred to the Dean of Students for further disciplinary action.

If the owner of the device in question is a faculty or staff member, then a verbal warning will be given. In the case of a second offense, a meeting will be held with the faculty or staff member and their immediate supervisor. Any offenses beyond this will be handled with the assistance of Human Resources.

History

September 2014
February 2018