

## **EVCC 6010P Compliance with Higher Education Opportunity Act (HEOA) Copyright Requirements**

Contact: Vice President of Instruction and Student Services

Everett Community College expects all students to comply with federal, state, and local laws governing copyrighted digital material. This procedure establishes a written plan required of the College under the regulations associated with the Higher Education Opportunity Act of 2008 (H.R. 4137). It is the intent of Everett Community College to inform students about copyright law and campus policies related to violating copyright law as well as civil and criminal penalties for unauthorized distribution of copyrighted materials. The College also will provide information about alternatives to illegal file sharing. Period review of this procedure will ensure effectiveness of the plan.

### **PROCEDURES**

#### Annual disclosure

Each academic year, in conjunction with the beginning of Fall Quarter, an email notice will be sent to every individual having an EvCC network account to inform them that illegal distribution of copyrighted material is prohibited and may subject them to criminal or civil liability. The notice provides a link to EvCC's Computers and Networks Acceptable Use Policy and to the EvCC Copyright Policy. An abbreviated version of this notice also appears when the user logs in to the campus computer network.

#### Combatting unauthorized distribution of copyrighted material

- As part of an ongoing effort to educate users, information and resource links about copyright and student responsibilities are provided on the campus website, in the Student Handbook, and in the college catalog. Models for course syllabi also include specific information about the use of copyrighted materials and network resources.
- Everett Community College utilizes a network tool which automatically relieves bandwidth congestion based on the behaviors of application types. If unusual traffic on the network is detected through routine monitoring, IT staff will make every effort to identify the exact computer and user that is the source of the abnormality. Violators will be contacted by the IT staff and the use of P2P software will be verified. First time violators will be informed of the infringement of college guidelines on copyright and of the acceptable use of the EvCC network.
- Violators will be subject to the disciplinary procedures of the College as described in the Student Handbook and the Acceptable Use of EvCC Computers and Networks Acceptable Use Policy.

#### Alternatives to illegal file sharing

EDUCAUSE provides a comprehensive list of legal downloading resources on its website at <http://www.educause.edu/legalcontent>. Students are directed to this website for links to appropriate sites.

#### Periodic review

Information Technology is responsible for maintaining data on network use problems and violations. This information is summarized annually and provided as part of established program review. The policy and procedures will be reviewed collaboratively by the individuals noted below.

### **RESPONSIBILITIES**

- The Campus Judicial Officer is responsible for administration of this procedure in terms of student disciplinary measures.
- The Director of Information Technology is responsible for periodic email communication with students and for monitoring network use.
- The Copyright Officer is responsible for drafting updates and changes to this procedure with input from the campus.

### **RELEVANT LAWS AND OTHER RESOURCES**

Higher Education Opportunity Act (HEOA)

[EvCC Copyright Policy](#)

[EvCC Computers and Networks Acceptable Use Policy](#)

[EvCC Copyright Resource Guide](#)

### **APPROVED BY**

**President's Staff, July 12, 2011**