

CLAREMONT McKENNA COLLEGE
Policy Library

Volume X:	Information Technology Services
Chapter Other:	CMC's Response to Student Violations of the Digital Millennium Copyright Act
Approved by:	Administrative Computing Committee (ACC)
History:	Issued: 09/01/2002 Updated: 04/28/2006, 12/13/2006 Revised: 04/09/2007 Reformatted/Revised: 12/14/2009
Related Polices:	Change Management Policy, Complying with the Digital Millennium Copyright Act, Employee Termination Information Access and Resource Disposition, Student Access to Administrative Information Systems
Additional References:	<i>General</i> <ul style="list-style-type: none">• U.S. Copyright Office: http://www.loc.gov/copyright/• Copyright Basics: http://www.copyright.gov/circs/circ1.html• Copyright Laws of the U.S.: http://www4.law.cornell.edu/uscode/17/• Dean of the Students J-Board information: http://dos.claremontmckenna.edu/basicrule/2004/JudicialProcedures.pdf <i>Digital Millennium Copyright Act, Specifically:</i> <ul style="list-style-type: none">• The Digital Millennium Copyright Act: http://www.copyright.gov/legislation/hr2281.pdf• U.S. Copyright Office Summary of the DMCA: http://www.copyright.gov/legislation/dmca.pdf
Responsible Official:	Office of Information Technology Services

I. POLICY STATEMENT

- To establish policy by which Claremont McKenna College will respond to an alleged violation of the Copyright laws as covered under the Digital Millennium Copyright Act (DMCA). Please see "Complying with the Digital Millennium Copyright Act" policy.

II. ENTITIES COVERED BY THIS POLICY

- This policy covers students at Claremont McKenna College.

III. CONTACTS

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

Subject	Contact	Telephone ¹
CMC's Response to Student Violations of the Digital Millennium Copyright Act	Chief Technology Officer	71553

IV. DISCUSSION

- All members of the Claremont McKenna College (CMC) community are expected to comply with the copyright laws of the United States. These copyright laws apply to copyright-protected materials regardless of whether they are reproduced in digital, electronic, print or other form.
- This policy outlines the steps taken by Information Technology Services when a notification of an alleged Copyright violation is received under the DMCA in which a student is the suspected violator.

V. DETAILS

- When ITS receives a notification of alleged copyright infringement under the DMCA in which a CMC student is the alleged infringer, ITS will initiate the following steps with the student:

First and second alleged offense by a student:

1. A letter is drawn up and put in the student's mailbox in Story House. Copies are sent to the Dean of Students, Associate Dean of Students, the DMCA agent for Claremont McKenna College, the Administrative Assistant of Information Technology Services, and the Director of ISNS.
2. The student is informed that a letter has been placed in their mailbox at Story House.
3. The student must provide a written response explaining that they have either not violated any copyright laws and give proof, or they have corrected the problem and are no longer violating copyright laws.
4. The student's network access will be restricted or terminated if the issue is not resolved in a timely manner.
5. Network access will be reinstated upon receipt of a satisfactory written response from the student.

¹ Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."

Third and subsequent alleged offense by the same student:

1. In addition to the steps taken for the first and second offences, ITS will initiate formal J-Board proceedings with the Dean of the Students.

VI. EXCEPTION

- If College officials believe that a student has knowingly and intentionally violated copyright laws, the matter will be taken directly to the Judicial Board, even if it is the first allegation.