

## Unauthorized Distribution of Copyrighted Material on The Seattle School Network

The Seattle School is committed to ensuring that copyrighted works are respected and used appropriately by faculty, students, staff, and visitors. Our policies require that those using our computers or networks comply with U.S. and international copyright laws. Failure to do so may result in disciplinary action or termination of access.

This document serves as the written plan required of The Seattle School under the copyright-related regulations associated with the Higher Education Opportunity Act of 2008.

### Combating Unauthorized Distribution of Copyrighted Material

The Seattle School addresses misuse of its networks for unauthorized distribution of copyrighted material through a variety of educational, technical, and disciplinary means. These include:

- Faculty and staff acknowledge and accept this policy when they are provided with the *Employee Handbook* at during their new hire orientation. Students acknowledge and accept this policy when they sign *The Seattle School Statement of Agreement* prior to enrollment.
- Mailings, the school's website, and other mechanisms explaining the difference between appropriate and inappropriate use of copyrighted materials and the possible penalties of misuse.
- Network management technologies and policies that may constrain the use of the network for purposes not directly related to the school's mission.
- Traffic monitoring to identify largest bandwidth users.
- Standardized, consistent handling of copyright violation notices, including validation of details, warnings to offenders, and disciplinary action when warnings prove ineffective.

The Seattle School periodically reminds its network users through email, the school's website, and other means that:

- An individual choosing to host or exchange files unlawfully will be personally responsible for any consequences from that activity. Ignorance of the law is not a useful defense. The School strongly recommends that individuals using School networks and computers learn the rules and the laws before sharing files online.
- Educational institutions are not exempt from the laws covering copyrights. Most software, images, music, and files available for use on computers at the Seattle School are protected by federal copyright laws. In addition, software, images, music, and files normally are protected by a license agreement between the purchaser and the software seller. It is the Seattle School's policy to comply with federal copyright and license protections.
- Unauthorized use of software, images, music, or files is regarded as a serious matter and any such use is without the consent of The Seattle School. If abuse of computer software, images, music, or files occurs, those responsible for such abuse will be held accountable.
- There are a number of many legal alternatives for downloading or otherwise acquiring copyrighted material, including those listed below:

[Amazon](#)

[Last FM](#)

[QTRAX](#)

[Apple iTunes](#)

[Netflix](#)

[ShoutCast](#)

[Hulu](#)

[Pandora](#)

[Spotify](#)

## **Handling of Potential Violations**

When the school receives formal notification that a user of its network appears to be violating copyright, Information Technology:

- Identifies the machine identifier (“MAC address”) associated with the network address at the time noted in the complaint.
- Uses logs to identify the owner of the device, if possible.
- Sends the owner instructions requesting that offending material be removed from the network, and requiring a response from the owner.

Internet access is restricted if the alleged offender fails to respond to the notice within 72 hours or if the machine owner has received a previous complaint. Network users receiving second complaints must meet with Information Technology staff before Internet access is restored.

The target response time for copyright complaints is 10 working days or less.

## **Periodically Reviewing Effectiveness**

The Seattle School will review the effectiveness of this plan on an annual basis during the summer break (July-August). The primary measure used to assess effectiveness at deterring unauthorized sharing of copyrighted material will be the number of repeat offenders, measured as a percentage of the number of overall complaints received.

For more information, see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the Frequently Asked Questions section at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).