

# Unauthorized File Sharing Procedures

## COMPUTER/NETWORK/INTERNET USAGE

Seminole State College provides computing resources and Internet access to support education and/or research. Usage must be consistent with the educational objectives of Seminole State College, the Oklahoma State Regents for Higher Education, and by applicable federal, state and local laws.

**The following guidelines are to be followed by any user of a SSC system:**

- A. Users must abide by security restrictions on all systems to which they have access. Do not distribute a password to others or otherwise attempt to evade, disable or crack passwords or other security restrictions. The development or intentional transmission of any type of malicious program is prohibited.
- B. Users must respect copyright and other intellectual-property rights. Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. Illegal use of files (whether downloading, copying, playing, sharing, or displaying of music, video, images, documents, etc.) is strictly prohibited. An example of this would be downloading a pirated music file.
- C. Users must respect others' rights to freedom from harassment or intimidation. It is not acceptable to use the network or any services of SSC to threaten or harass others.
- D. Users should respect access privileges. Accept limitations or restrictions on computing resources, such as a storage space, time limits, or amount of resources consumed, when asked to do so by the managers of facilities. Such restrictions are designed to ensure fair access for all users. As the Internet is not a secure environment, the user must be cautious about any and all material sent over this medium.

## Student Online Portal Access

Seminole State College provides access to several student services through our website. Our student access portal provides up-to-date information and links to the Campus Connect System, Course Cruiser, and Student Email. The college is continually exploring and adding new services.

## Campus Connect

Campus Connect provides web browser access to student information including grades, schedules, transcripts, and more. It is accessible from the SSC Website.

## Cruiser

Course Cruiser is our online class environment, accessed from the SSC Website.

## Student Email

SSC provides you with an email address that SSC will use to contact you. Periodically throughout the semester

SSC will send messages about important announcements, due dates, and notices. Instructors and offices will use this address to communicate with you.

### **Unauthorized File Sharing Procedures**

Upon notifications from our Internet Service Provider of unlawful activity within the College internet system: Seminole State College will comply with 34 CFR 668.14. The College Information Technology Department will do the following:

1. Gather all necessary information to determine the user, the method and the location of the technology suspected of being used for illegal or inappropriate activity.
2. Take necessary measures to halt the unlawful or inappropriate activity on the Seminole State College network in the event any illegal internet activity has occurred.
3. Notify the Vice President for Student Affairs of any unlawful activity or inappropriate activity on the SSC network.

If officials determine that a person has performed unlawful or inappropriate activity on the College network, that person may be subject to civil and criminal prosecution. The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from \$200 to \$150,000 for each work infringed.
3. Infringer pays for all attorneys' fees and court costs.
4. The Court can issue an injunction to stop the infringing acts.
5. The Court can impound the illegal works.
6. The infringer can go to jail.

In addition:

1. Any unlawful or inappropriate activity by a student is a violation of the Student Code of Conduct.
2. The College Disciplinary Regulations and the Administrative Procedures Concerning Disciplinary Action will apply.
3. The VPSA will administer the appropriate disciplinary action applicable to the student conduct.

**Legal file sharing alternatives are available on the following sites:**

<http://www.campusdownloading.com/legal.htm>

<http://www.educause.edu/legalcontent>

**Seminole State College is not responsible for the content on these sites. It is provided by the not for profit company "Educause".**