

permitted by students if they are not excessive, do not interfere with the performance of students' duties or responsibilities, do not interfere with the efficient operation of the College or its computing resources, and are not otherwise prohibited by this policy or any other College policy or directive.

Chatfield will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that email is vulnerable to unauthorized access and modification.

Students are expected to abide by the same ethical and legal considerations as the rest of the Chatfield community. Computing and online resources may not be used for any purpose which is illegal, immoral, dishonest, or damaging to the reputation of the College. Decisions as to whether a particular use of computing resources conforms to this policy shall be made by the Academic Dean who will observe the *Disciplinary Process* in this Handbook. Examples of the prohibited use of computer and online resources include, but are not limited to, the following:

- Harassment, libel, or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software, or data
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright-protected material (See Copyright Infringement Policy, below)
- Use of the College's trademarks, logos, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others
- Use of computer labs that impede the activities of others who use these facilities
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the College or to College life
- Violation of software license agreements
- Posting, sending, or viewing obscene, pornographic, sexually explicit or offensive material
- Posting or sending material that is contrary to the mission or values of the College
- Intentional or negligent distribution of computer viruses
- Use of computers by someone other than Chatfield students, Alumni, prospective students, staff and faculty

Copyright Infringement Policy

In compliance with the reauthorization of the Higher Education Opportunity Act (2008), and the Digital Millennium Copyright Act (1998), the College is providing the following information on copyright law and campus policies and federal penalties regarding its infringement.

Copyright law gives the creators of art works, authors, publishers and inventors the right to control how their work is used or distributed. This includes the right to limit how their materials are reproduced, distributed, publicly performed or displayed, or incorporated into new versions of the original work. Copyright protection is extended to both published and unpublished works. A work may no longer be subject to copyright restrictions under certain terms and conditions depending upon its initial date of creation or publication. More guidance on the terms of copyright can be accessed at <https://www.copyright.gov/>.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United

States Code). Fair use policies describe how copyright material may be used without violating copyright law. An index of fair use practices can be accessed at <http://copyright.gov/fair-use/more-info.html>. All other unauthorized reproduction, distribution, file-sharing, downloading, or uploading substantial parts of a copyrighted work without specific permission constitutes an infringement and is subject to the following civil and criminal penalties:

- If copyright was unknowingly or mistakenly violated, you may be ordered to pay either actual or “statutory” damages between \$750 and \$30,000 per work.
- If copyright was knowingly violated (“willful infringement”) a court may award up to \$150,000 per work and may also assess court costs and attorney fees.
- Willful copyright infringement can also result in criminal penalties including imprisonment up to five years and fines up to \$250,000 per work.

In order to combat either inadvertent or willful infringement of copyright, the College has implemented the following practices and policies that guide our students in the appropriate use of copyrighted materials:

- All members of the College community agree to the provisions of the *Responsible Use of Information Technology* policy (above) which describes penalties and guidelines for appropriate use of on-line resources.
- The unauthorized transfer, via peer-to-peer (p2p) or other means, of copyrighted material is subject to disciplinary procedures outlined in this Handbook.
- To discourage illegal file sharing, signage is in student computer labs to discourage illegal file sharing. A list of Legitimate Download Services can be found at <http://www.educause.edu/>.
- Computing and Library staff are trained on the college’s position with respect to copyright issues.
- All members of the College community agree to the provisions of the *Code of Academic Integrity* which describes penalties and guidelines for appropriate use of source materials.
- When using copyrighted materials either in whole or in part, students and staff agree to consult the Copyright Clearance Center <http://www.copyright.com/>, to obtain appropriate permissions for republication of illustrations and other printed materials, as well as for distribution or broadcast of written, audio and visual materials within the academic setting.

Poster and Flier Policy

- All posters/flyers must have approval from a designated Chatfield representative.
- All posters/flyers using the College logo must have written approval from the College marketing department.
- Posters/flyers can only be posted on approved bulletin boards; approved boards include:
 - All digital, smart boards in classrooms and designated areas
 - Other bulletin boards as identified by Site Managers within each campus building
- Any posters/flyers hung outside of the approved boards may be removed.
- Posters/flyers may be posted on approved boards for up to twenty-one (21) days prior to and up to one day after the event.
- Posters/flyers will be displayed on a first come first serve basis.
- Recommended poster/flyer size is 8 1/2" x 11", and not to exceed 11" x 17".
- Posters/flyers may be bilingual as long as there is a comparable English translation on the flyer.
- Posters/flyers advertising alcohol-related events are not permitted.
- Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted—regardless of sponsorship.
- No outside vendors, companies, organizations or agencies may post posters/flyers unless they have approval from the Associate Dean(s)/Site Director(s) and other members of the Management team.
- Chatfield reserves the right to refuse or remove posters/flyers including those which: