



# Policies and Procedures

**Policy Title: Office of Information  
Technology Copyrights and  
License Agreements**

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**Responsible Office:** Office of Information Technology  
**Responsible Official:** Associate Vice President for Technology & CIO

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## Scope

This policy applies to students, faculty members, officers and employees of The University of New Haven, as well as contractors, consultants, vendors and all others granted use of and/or access to University data and technology resources.

## Policy Statement

It is the policy of The University of New Haven to respect the copyright protections given by federal law to owners of digital materials and software, and to abide by all license and contractual agreements in the provision of resources and services to the university.

Members of the campus community are advised to become as knowledgeable as possible regarding copyright law and this policy. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability.

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## **Reason for the Policy**

The purpose of this policy is to establish University policy on copyright protection that complies with applicable law and University policy.

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## **Definitions**

**OIT**  
Office of Information Technology

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## **Policy Sections**

### **7060.1 Prohibitions**

It is against University policy for users to use University equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law or specific license.

Specifically, users are prohibited from:

- Copying or reproducing any licensed software on University computing equipment, except as expressly permitted by the software license. Also, users may not use unauthorized copies of software on University-owned computers or on personal computers housed in University facilities.
  - Copying, downloading, or uploading audio recordings, music, movies, videos and other kinds of copyright-protected files electronically without the owner's permission.
  - Posting copyrighted material on a University owned web site (official or personal).
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### **7060.2 Violations**

It is the University of New Haven's policy to comply with all laws regarding intellectual property. The University of New Haven and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U.S. Code) and all proprietary software

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license agreements. Noncompliance can expose the University of New Haven and the responsible employee(s) to civil and/or criminal penalties.

Only software that is licensed to or owned by the university is to be installed on computers by the Office of Information Technology. Employees shall not copy or download software unless authorized by OIT.

Violations of copyright law expose the university and the responsible employee(s) to the following civil penalties:

1. Liability for damages suffered by the copyright owner
2. Profits that are attributable to the copying
3. Fines up to \$100,000 for each illegal copy

Violations of copyright law are committed “willfully and for purposes of commercial advantage or private financial gain (Title 18 Section 2319(b)),” expose the University and the employee(s) responsible to the following criminal penalties:

1. Fines up to \$250,000 for each illegal copy
2. Jail terms of up to five years.

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### **7060.3 Responsibilities**

Faculty, staff, administrators and students must:

- Fully read, understand, and abide by all terms of software license agreements.
- Where applicable, remove any copyrighted material downloaded from the Web after the evaluation period has expired (WinZip, etc.)
- Not accept unlicensed software from any third party.
- Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any University-owned or operated computer system.
- Comply with other University policies addressing copyright issues.

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### **7060.4 Enforcement**

The University regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including termination, in the case of University employees, and expulsion, in the case of students.