

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP - 3511.2

FOR POLICY NUMBER: BP – 3511

PEER TO PEER FILE SHARING PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures relating to the use of peer to peer file sharing.

2. DEFINITIONS

2.1 Peer to Peer shall mean a network of computer systems, “peers”, connected over an internet, intranet or direct connection.

3. PROCEDURE

3.1 Although Peer to Peer file sharing can sometimes be used for legitimate reasons, any unauthorized or illegal use of Peer to Peer software on any College network may result in Internet access being disabled. Individuals who need to use Peer to Peer software for legitimate purposes must seek approval from the Vice President of Technology Services.

3.2 These procedures correspond with the provisions specified in H.R. 4137, the Higher Education Opportunity Act.

3.2.1 The College will make an annual disclosure to inform students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties, including the measures to deter and punish illegal distribution of copyrighted materials.

3.2.2 The College will certify to the Secretary of Education the plans to “effectively combat” the unauthorized distribution of copyrighted material.

3.2.3 The College will offer alternatives to illegal file sharing “to the extent practicable”.

3.2.4 The College will identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials.

4. APPLICABILITY

N/A

ISSUE DATE: 04/26/2017

EFFECTIVE DATE: 04/26/2017

REVISION DATE(S): none

PRIOR POLICY/PROCEDURE NUMBER: none

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Technology Services

SPONSORING DIVISION/DEPARTMENT: Technology Services

RELATED PROCEDURES/ REFERENCE: AP-3511.0, AP-3511.1, HEOA Student Consumer Information posted on Northeast Community College website

PROCEDURE KEY WORDS: peer to peer; file sharing; acceptable use