

Electronic Copyright Protection Plan – Concordia College

Introduction

The Higher Education Opportunity Act (HEOA) of 2008 includes a requirement that institutions develop and implement a plan to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network without unduly interfering with the educational and research use of the network.

The plan should include:

- 1) The use of technology-based deterrents
- 2) An educational component
- 3) A description of the institution's procedures for handling copyright infringement; and
- 4) A required periodic review of the plan

Use of Technology-Based Deterrents

Concordia College uses a hardware packetshaping device from BlueCoat Systems to block known peer-to-peer file sharing protocols between the Internet and the Local Area Network. The configuration of the packetshaper is periodically adjusted to deal with new P2P protocols.

Additionally, traffic graphical software, MRTG, is used to identify any anomalous traffic patterns on the Local Area Network which could point to large scale file sharing. These will be investigated in order to identify the individuals and computers involved.

Peer-to-peer file sharing protocols between the Internet and the Residence Hall Local Area Network are blocked by a hardware packetshaping device from Allot Communications which is managed by 702 Communications, the vendor that provides Internet services to the Residence Halls and Apartments.

When there appears to be evidence of unauthorized distribution of copyrighted materials based on network traffic patterns, staff of Information Technology Services will investigate the pattern and address the individual involved under the Appropriate Use Policy of Concordia College. If any abuse of network privileges has taken place, it will be reported to Human Resources (for employee infractions) or Student Affairs (for student infractions) so that the appropriate disciplinary actions may be applied in accordance with the appropriate faculty, staff, or student handbook.

Educational Plan for Electronic Copyright Protection

Information Technology Services will establish a short on-line course about electronic copyright protection. Students will be encouraged to take the course annually. Lists will be kept of those students who take the on-line course. The course will be reviewed annually and updated as appropriate.

Information Technology Services, in cooperation with the appropriate units, will plan symposia and/or workshops on copyright infringement for presentation to the Concordia Community.

Description of Concordia's Procedures for Handling Copyright Infringement

In the event that an individual at Concordia College is found to have infringed on copyrighted materials, the individual will be subject to disciplinary action in accordance with their Handbook.

Annual Report

An annual report of this plan will be produced and submitted to the Provost prior to the end of the academic year. The report will include assessment of each procedure used for technology-based deterrent of copyright infringement and descriptions of any allegations of copyright infringement, and any action taken to address the allegations.

Review of the Process

This process will be reviewed annually. The Associate Provost / Chief Information Officer, in collaboration with the College Community, is responsible for determining when the policy needs to be modified.

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