

## **Copyright Infringement, Computer Use, and File Sharing Policy**

### **Overview of Copyright**

Copyright protects original works such as books, music, films, and software. Unauthorized use—including copying, distributing, or downloading such works without permission—is illegal under federal law.

### **Unauthorized Sharing and File Sharing**

The **Digital Millennium Copyright Act (DMCA)** prohibits unauthorized sharing of copyrighted material, including via **peer-to-peer (P2P)** networks. This includes copying, downloading, forwarding, or posting protected content via email, file storage devices, or any school system.

Violations may result in **civil and criminal penalties**, including:

- **Civil fines** of \$750–\$30,000 per work (\$150,000 if willful)
- **Criminal penalties** of up to \$250,000 and/or **5 years in prison**

More information: [www.copyright.gov](http://www.copyright.gov)

### **Use of Computing Resources**

School computing resources (computers, software, networks, etc.) are for authorized educational and business purposes only. Users must:

- Respect copyright and intellectual property
- Comply with legal and ethical guidelines
- Do not use systems to harass, harm, or disrupt others

### **Violations and Sanctions**

Examples of misuse include:

- Unauthorized file sharing
- Accessing or distributing illegal/offensive materials
- Harassment or threats via digital platforms

Sanctions for violations may include:

- Loss of network access
- Disciplinary action, including termination or dismissal

- Legal consequences under state or federal law

#### **Legal alternatives for digital content:**

- Academic and educational content (e.g., Centra Library Services, NetTutor, Elsevier, and ATI NCLEX)
  - Movies, music, and audio streaming services (e.g., Amazon, Hulu, Max, Spotify, Pandora, Apple Music, etc.)
  - Software and creative tools (e.g., Microsoft Office 365, Google Docs, etc.)
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### **Privacy Notice**

#### **1. Purpose & Commitment**

Centra College is committed to protecting the personal information of students, faculty, staff, and visitors in compliance with data protection laws.

#### **2. Information We Collect**

- **Students:** Contact info, academic records, financial details
- **Faculty/Staff:** Employment data, evaluations, compensation info
- **Visitors:** Basic contact and purpose of visit, if applicable
- **Website Users:** IP address, browsing activity, login data

#### **3. How We Use Information**

- To provide educational and administrative services
- To manage employment and campus access
- To improve digital experiences and comply with legal obligations

#### **4. Information Sharing**

- **With third parties** (e.g., IT vendors, service providers) under legal agreements
- **As required by law** (e.g., subpoenas, safety concerns)
- **Internally**, for legitimate academic or operational needs

#### **5. Data Security**

- Secure storage and access controls

- Encryption of sensitive data
- Regular security audits

## **6. Your Rights under the FERPA Policy**

- **Access:** View your personal data
- **Correction:** Fix inaccurate data
- **Erasure:** Request deletion when legally appropriate
- **Restriction:** Limit processing in specific cases
- **Portability:** Transfer your data upon request

## **7. Data Retention**

Data is retained only as long as necessary or as required by law.

## **8. Updates to this Notice**

This policy may change; updates will be posted online. Please review periodically.

For questions, contact [Compliance@centracollege.edu](mailto:Compliance@centracollege.edu).