



Ohio Institute of Allied Health

School of Integrative Healthcare

Policy Number: ADN 01

Department: Administration

Effective Date: 01/01/2013

Next Review Date: 03/16/2022

Subject: Copyright Infringement, Computer Usage, and File Sharing

Purpose: To ensure adherence to US Copyright laws by OIAH staff, faculty, and students

Policy:

Copyright Infringement:

It is the policy of The Ohio Institute of Allied Health, Inc. to follow the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the "Copyright Act"). Accordingly, all faculty, staff and students at The Ohio Institute of Allied Health should follow these policy guidelines:

Only copyrighted materials are subject to the restrictions in this Policy Statement. Un-copyrighted materials may be copied freely and without restriction. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. Works published prior to March 1, 1989, generally require a copyright notice to be protected.

Copyrighted software may be copied without the copyright owner's permission only in accordance with the Copyright Act. Section 117 of the Act permits making an archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user permission to make copies of the software more than the archival copy permitted by the Copyright Act. Each software license agreement is unique. As a result, the user's rights to copy licensed software beyond that permitted under the Copyright Act may only be determined by reading the user's license agreement. Any copying or reproduction of copyrighted software on System or component institution computing equipment must be in accordance with the Copyright Act and the pertinent software license agreement. Further, faculty, staff and students may not use unauthorized copies of software on System or component institution owned computers or networks or computers housed in System or component institution facilities.

Copyrighted materials may be copied or otherwise used without the copyright owner's permission where such copying constitutes "fair use" under the Copyright Act. To copy or otherwise use materials, including software, where (a) the materials are copyrighted, (b) use exceeds what is permitted by license permission should be obtained from the copyright owner.

If permitted by State law and procedures, The Ohio Institute of Allied Health will defend any faculty or staff member against a civil action alleging copyright infringement:

- where the use is in accordance with the provisions of a valid software license agreement
- where the permission of the copyright owner has been obtained, or
- where the Office of General Counsel has assisted in determining that the use was permissible.



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Otherwise, the faculty or staff member will be personally responsible for the defense of a civil action for copyright infringement.

Computer Usage:

The use of any Ohio Institute of Allied Health computer which provides access to the Internet is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer, system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.

Because of the potentially large number of individuals who might need to use the computers for Internet as well as personal productivity, student access may be limited to a specified time, as provided by the instructor(s) and/or administration.

Ohio Institute of Allied Health reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the Ohio Institute of Allied Health staff, in its sole discretion, believes may be objectionable. Users of the computers/Internet will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.

Ohio Institute of Allied Health's Internet access is provided primarily for educational purposes under the direction of Ohio Institute of Allied Health staff. Non-educational use may be limited at any time by Ohio Institute of Allied Health staff.

Information services and features contained on the Ohio Institute of Allied Health network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.

Ohio Institute of Allied Health does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or interrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

Rules and regulations of system usage will be added and posted from time to time by the faculty/administrators of Ohio Institute of Allied Health and/or the network. Users of computers/Internet are subject to these rules and regulations.

Ohio Institute of Allied Health's computers/network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.

Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.



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Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.

Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

File Sharing:

All members of the Ohio Institute of Allied Health community are not permitted to *illegally* share copyrighted material over the company network, including, using e-mail, web pages, and peer-to-peer file sharing software. This applies to OIAH owned computers as well as personally owned computers if they are accessing the company network. Please be sure that you have rights for any material you are making available or sharing on the company network.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities.

Access to the Internet is a wonderful opportunity to interact with the world at large. The opportunity brings with it several responsibilities. To use the internet services available at the Ohio Institute of Allied Health, you must read the following information and sign the computer/internet agreement that follows.

School Director Signature: _____ **Date:** _____