



Dear Hocking Employee:

The Higher Education Opportunity Act (HEOA) provisions require colleges to develop and implement “written plans 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.” This document is part of that plan to help satisfy this HEOA requirement.

Digital Copyright Safeguards is a Hocking College initiative that provides information regarding the proper use of digital copyrighted resources. This information is targeted to those who are provided access to Hocking information technology computer resources.

This initiative focuses on distributing relevant information via a multi-layered approach that includes:

- Education / Awareness – annual awareness emails to employees and students outlining copyright safeguards
- Legal Alternatives – includes information regarding free or low cost sites that offer music and other forms of digital media
- Technical Safeguards – including the use of a technology that allows legal use of peer to peer (P2P) at Hocking, while detecting attempts to obtain copyrighted content in violation of the DMCA. The Digital Copyright Safeguards web page provides a listing of the technical safeguards that will be implemented for a computer that is determined to be using P2P software to obtain copyrighted material
- Notice to Employee of Claimed Infringement – if a representative of copyrighted content (RIAA, MPAA, BSA, etc) detects illegal downloading or sharing of copyrighted content on the Hocking network, a letter of the alleged infringement will be sent to the college. In order to comply, the Office of Information Technology will forward the complaint to Human Resources who will in turn notify the employee of the complaint and if appropriate, disciplinary action will be initiated

The Digital Copyright Safeguards web page: www.hocking.edu/technology/security further details the initiatives outlined above.

All Hocking employees are encouraged to review the information available in this email message and at the referenced web site in order to be informed regarding the Digital Copyright Safeguards initiative and DMCA implications for use of digital copyrighted materials. Employees are advised that unauthorized distribution of copyrighted material, including peer-to-peer file sharing may be subject to civil and criminal liabilities.

As a Hocking employee, you are receiving this message from the Office of Information Technology and the Office of Human Resources in order to provide you with an important and consistent message regarding DMCA standards. If you have any questions, comments, or would like additional information, you are invited to submit these via email to: helpdesk@hocking.edu