

Copyright Infringement Notification and Sanction Process

Columbia University takes its obligation to follow all laws and government regulations very seriously. (see [Copyright Policy](#)). This includes honoring copyright information. Copyright holders and their legal representatives use various tools to monitor Internet network traffic looking for unauthorized copying, access, and/or transmission of their copyright materials. When a violation is found, they can identify the exact network, file, time, and IP address of the device (usually a PC, laptop, Smartphone, or iPad) that is involved in this activity.

While there can be significant civil penalties attached to copyright violations, many (but not all) firms extend a courtesy to the owner of the network where the incident occurred (in our case Columbia) to notify the owner of the device whose IP address was involved. If we receive a notice that an incident occurred, the network owner (us) and the device owner (you) have an affirmative obligation to remove the material that is in violation of the copyright and take measures to prevent it from happening again.

Many times an individual does not even realize that he/she is accessing copyright protected information. For example, some people have downloaded peer-to-peer software packages, such as BitTorrent, that use your device as a “repeater”, sending software, music, video, etc. through the illegal requests that other people make, using your machine as the conduit. Sometimes a student or faculty member might be logged into the Columbia network and their child performs the download of the information that triggered the notification. You may have even seen media stories where the music industry forced, through the courts, settlements of many thousands of dollars from families on welfare or the guardians of small children who copied these files.

Please take this opportunity to insure that you and your device do not violate federal laws by illegally downloading any materials protected by copyright. The University and the Business School have put the following sanctions in place:

First Time Offenders:

1. ITG is notified that a Student, Faculty or Staff member has downloaded something illegally on their computer. The user is notified of the offense and is subsequently blocked from the network and logging in to the user’s ID (WiFi only) and the MAC address associated with the computer (wired and wireless). To remove these blocks, the user must contact a member of their designated ITG support team. ITG will work with the client to remove the material from the computing device and ask the client to sign an acknowledgement of the Copyright Infringement Acknowledgement Notice. The notice states you understand what has occurred and will not infringe again.
2. ITG then notifies your Designated Institutional Office (see below) of this issue and then restores your network access for that device. Your device access will not be enabled until you acknowledge the incident. You are given a copy of the signed Copyright Infringement Acknowledgement Notice.

For Second or Third Offenders:

1. ITG is notified that a Student, Faculty or Staff member has downloaded something illegally on their computer. The user is notified of the offense and is subsequently blocked from the network, logging into any of their user accounts and the MAC address associated with the computer (wired and wireless). ITG will work with the client to remove the material from the computing device and ask the client to sign an acknowledgement of the Copyright Infringement Acknowledgement Notice. The notice states you understand what has occurred and will not infringe again.
2. ITG notifies the Designated Institutional Office (see below) of this issue. ITG will not turn back on access until you have obtained approval from the Designated Institutional Office.

For a(n): Designated Institutional Office Sanction 1st Time Sanction 2nd Time Sanction 3rd Time

Faculty Member or Visiting Scholar	Vice Dean	Warning is issued to the Faculty and reviewed by the office of the Dean as judged appropriate by the Dean and specified in the Faculty Handbook	Sanctions will be levied by the office of the Dean as judged appropriate by the Dean and specified in the Faculty Handbook	Increased sanctions will be levied by the office of the Dean as judged appropriate by the Dean and specified in the Faculty Handbook
Staff Member	Vice Dean for Administration	Warning issued to employee and reviewed with immediate supervisor	Review with Human Resources and immediate supervisor - resolution sent to Vice Dean Administration	Review with Human Resources and Vice Dean for Administration for appropriate action

Guests	Depends on which Office the Guest is working for.	Warning issued and review with appropriate office	Review with appropriate office – warning issued	Disable all network access
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- For more information about Columbia University policies, please see the Computer and Network Use Policy: <http://www.columbia.edu/cu/policy>
- For more information about copyright, please see Copyright Information for Network Users at Columbia: <http://www.columbia.edu/cu/policy/copyright-info.html>
- For more information about our copyright process: http://www4.gsb.columbia.edu/itg/student/policies_resources

Please familiarize yourself with these policies and inform your ITG Support Specialist should you have any questions regarding these policies and practices