



## COPYRIGHT INFRINGEMENT POLICY

### 1.0 Purpose

This document describes the policy and procedures Hillsboro Aero Academy follows in responding to notifications of alleged copyright infringement on the school's network.

### 2.0 Scope

This policy applies to those who use Hillsboro Aero Academy's network to share files, including (but not limited to) Hillsboro Aero Academy faculty and visiting faculty, staff, students, guests, or agents of the administration, external individuals, and organizations accessing network services via Hillsboro Aero Academy's network.

### 3.0 Policy

Upon formal notification or due to detection, Hillsboro Aero Academy will take all necessary means, including but not limited to, temporary disconnection from internet access, to stop illegal sharing of copyrighted material on its network by identified users.

### 4.0 Examples of Activities Violating this Policy

- Downloading and sharing files containing music, videos, and games without permission of the copyright owner
- Using corporate logos without permission
- Placing an electronic copy of a standardized test online, without permission of the copyright owner.
- Enhancing a department website with music that is downloaded, or artwork that is scanned from a book, all without attribution or permission from the copyright owners.
- Scanning a photograph that has been published and using it without permission.
- Downloading licensed software from non-authorized sites without permission.

### 5.0 Procedures

Notices are sent to Hillsboro Aero Academy administration and the IT department for review. When alerted, the IT department will review and inspect the IP address of the individual(s) involved and alert the related department manager/administrator. If it is possible to determine the responsible party, that person(s) is notified they must remove the infringing material from their computer and report back once complete. At this time, IT verifies and confirms removal requirements have been met.