

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number: 1

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TITLE: COPYRIGHT INFRINGEMENTS & STUDENT
UNAUTHORIZED FILE SHARING

Effective Date:

Revised Date: 02-10-15

PURPOSE: To define the school's policies and procedures and zero tolerance for copyright infringements. See also Conduct Policy and Procedure.

POLICY: It is the policy of the school that any student who violates the school's policies regarding conduct, copyright infringement, and unauthorized student file sharing is subject to the school disciplinary action policy including termination of student rights and enrollment termination.

PROCEDURE:

1. Students are oriented on the first day of class to the school's rules regarding copyright infringement, definitions of plagiarism, and unauthorized peer-to-peer sharing.
2. Students will submit papers to Turnitin.com which is available on the school website under current students, this is a plagiarism checker. See Turn tin policy and procedure.
3. If a student violates the copyright laws and/or unauthorized peer-to-peer sharing, that student will be subject to the school disciplinary action policy including termination from the program for copyright infringement.
4. Students are informed that if they violate the copyright laws they are subject to civil and criminal liabilities. A link to the federal law is located at: <https://www.law.cornell.edu/uscode/text/17>

Penalties for violation of federal copyright laws:

Copyright infringement is the act of violating any of a copyright owner's **exclusive rights** granted by the federal Copyright Act. There are three elements that must be in place in order for the infringement to occur.

1. The copyright holder must have a valid copyright.
2. The person who is allegedly infringing must have access to the copyrighted work.
3. The duplication of the copyrighted work must be outside the **exceptions**.

The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
 2. The law provides a range from \$200 to \$150,000 for each work infringed.
 3. Infringer pays for all attorney's fees and court costs.
 4. The Court can issue an injunction to stop the infringing acts.
 5. The Court can impound the illegal works.
 6. The infringer can go to jail.
5. The school requires students to sign for their textbooks, study guides, and other course materials ongoing. The form is maintained in the large classroom until the end of the program, and then the form is filed into each student's school file.
 6. A complete list of textbooks used during the VN program is provided on the first day of class and is posted on the school website as well by accessing this link: . <http://vocationalnursinginstitute.com/disclosures.php>

Location:TX

