

## TECHNOLOGY USE POLICIES

### *Use of computer resources*

The use of computer resources at Cranbrook is a privilege, not a right. The resources are to be used for educational purposes consistent with the mission of the institution as a whole.

Students shall not use the computer to harm other persons or their work. This includes: making computers difficult or inefficient for others; attempting to crash programs or networks; using programs designed to damage computers or inhibit network traffic; creating or sending chain letters; creating excessive copies of documents and images. Cranbrook's technology resources may not be used to access pornography, documents encouraging violence or illegal acts, or racist tracts or hate speech. Cranbrook's technology resources may not be used to engage in illegal downloading or unauthorized distribution of copyrighted materials.

### Unauthorized software

Software is an intellectual property. It is unethical to copy software unless permission has been obtained from its creator. Cranbrook must own and retain the licenses for any copyrighted software loaded on Cranbrook's computers.

### Commercial purposes

Cranbrook's technology resources may not be used for private gain or commercial purpose. Permission must be obtained from the Director for use of Cranbrook equipment for other non-profit agencies or causes.

### Damaging hardware or software

All users shall respect the integrity of technologically based information. Users shall not in any way damage, vandalize, hack, or destroy equipment, either physically or making the system difficult for others to use. Printing excessive copies, attempting to crash computers, transmitting chain letters or excessive messages, or using devices that restrict legitimate use all are examples of conduct violating the Technology Use Policy.

### Harassment

Use of the telephone system, copy machines, or computer systems to send harassing, demeaning, libelous, threatening, or obscene messages anywhere is prohibited.

### Invasion of privacy

All users shall respect the interests of other users. Any attempt by users to access another user's or Cranbrook's private files, telephone or email messages will be considered theft. No one may attempt to gain access to unauthorized resources to which Cranbrook has access.

All users using passwords to access sensitive information shall not share such passwords and will observe appropriate security. Sharing or accounts, passwords, or leaving open accounts unattended is a violation of the Policy.

### Unauthorized distribution of copyrighted material

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

### ***Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws***

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### Consequences

The consequences of violating the Technology Use Policy will be in keeping with the Academy’s disciplinary system. Cranbrook has the right to review any material stored on any system provided by the institution and to edit or remove any material. Violations may result in probation, dismissal, and/or full financial restitution to Cranbrook for time and money spent resolving issues resulting from misuse of computer systems.

### ***Legal Sources for Downloading***

<http://www.whymusicmatters.com> provides links to many legal music pages where you can locate MP3s and other forms of digital music that are provided for free or at a small charge. WhereToWatch.org links to several online services where you can download and watch television shows and movies ranging from major feature films to independent short subjects.

While the Academy cannot endorse any particular Internet music or movie service provider, we do recommend the organizations above as good starting points as well as the following sources: <http://www.educause.edu/legalcontent>; <http://www.wheretowatch.org>.