



The three following documents summarize the Jefferson College policies and sanctions for copyright infringement, file sharing and use of wireless networks.

The complete manual, "Jefferson College Computer Security Policies and Procedures," is available in the office of the Business Manager.

## Central Office Services Copyright Guidelines

### I. INTRODUCTION AND DEFINITIONS

The following policy guidelines are adopted from: <http://ttv.mit.edu/copyright-policy>

#### a. Brevity:

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.

2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum 500 words.

(1 and 2 may be expanded to allow the completion of a poem or prose paragraph)

3. Illustration: One chart, drawing, graph, diagram, cartoon or picture per book per periodical issue.

4. "Special" works: Certain works in poetry, prose or in "poetic prose" which combine illustrations and language and are intended sometimes for children and at other times for a more general audience may fall short of 2,500 words in their entirety. "Special" works may not be reproduced in their entirety (paragraph 2 above notwithstanding). An excerpt of not more than two of the published pages containing not more than 10% of the words found in the text may be reproduced.

#### b. Spontaneity

1. The copying is at the instance and inspiration of the individual instructor, and

2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to exact a timely reply to a request for permission

c. Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.

(Limitations in (2) and (3) above do not apply to current news periodicals and current news sections of other periodicals)

## **II. SINGLE COPIES FOR INSTRUCTORS**

Single copies may be made for an instructor for their scholarly research or for use in instruction or in preparation for class as follows:

- a. A book chapter
- b. An article from a newspaper or other periodical
- c. A short story, short poem or short essay.
- d. A chart, diagram, drawing, graph, cartoon or picture from a book, periodical, or newspaper.

## **III. MULTIPLE COPIES FOR CLASSROOM**

Multiple copies (not to exceed one copy per student) may be prepared for the instructor teaching a course subject to the following minimum conditions:

- a. Copying meets the test of brevity and spontaneity.
- b. Meets the cumulative effect test.
- c. Each copy includes a notice of copyright.

## **IV. PROHIBITIONS AS TO (I) AND (II) ABOVE**

Notwithstanding any of the above, the following prohibitions apply:

- a. Copying must not be used to create or replace or substitute anthologies, compilations or collective works. Replacement or substitution may occur whether copies of various works or excerpts are accumulated or reproduced and used separately.

b. There must be no copying of or from works intended to be “consumable” in the course of study or instruction. This includes workbooks, exercises, standardized tests and test booklets/answer sheets and similar consumable material.

c. Copying must not:

1. Substitute for the purchase of books, publisher reprints or periodicals;
2. Be directed by a higher authority;
3. Be repeated with respect to the same item by the same instructor from term to term.
4. No charge can be made to the student beyond the actual cost of copying.

## **V. NOTICES**

The following notice must be posted on every departmental copy machine:

### **NOTICE: WARNING OF COPYRIGHT RESTRICTIONS.**

**The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.**

- **St. Anthony's Medical Center - Hyland Center**  
www.stanthonysmedcenter.com/Hyland  
10010 Kennerly Road  
St. Louis, Missouri 63128  
(314) 525-4400

# Academic Computer Use Policy

## **Purpose**

As part of its educational mission, Jefferson College strives to provide quality computing facilities. Each computer user is responsible for use of the computing resources in an effective, efficient, ethical, and lawful manner. Please note that computing at Jefferson College is a privilege, not a right. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system that could interfere with other College purposes. It is the objective of Jefferson College to maintain an atmosphere of constructive learning, academic freedom, and proper asset management and control. The following policies and practices are intended to be helpful in the appropriate use of Jefferson College's technology resources.

## **User Eligibility**

All users must adhere to the Jefferson College Academic Computer Use Policy. Scheduled classes have priority use of the computer labs. Non-class users may be asked to leave during class sessions.

Community members who would like to use a campus computer lab should contact a library staff member. Approval will be based on availability of computers and an agreement to abide by the policies. All computer users under the age of 18 who are not currently enrolled in a Jefferson College credit class must have written parental consent on file in order to use the Internet. Parents should contact a staff member to obtain a *Parental Consent Form for Computer Use*.

Users may be asked to show a photo I.D. and/or sign in to use a campus computer. Sign in data is used to generate usage reports to determine staffing needs.

## **General Guidelines**

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action will be pursued for violation of these codes and statutes through appropriate procedures. To obtain additional information regarding the procedures and additional sanctions, students should refer to the Student Conduct Code found on page 24 in this handbook.

All computer users are expected to observe ethical behavior in the use of College equipment and services. Examples of *inappropriate behavior* include the following:

- Wasting limited resources, such as excessive printing or printing multiple copies
- Disproportionately using computing resources
- Altering, changing, or deleting hardware and software configurations
- Loading unlicensed applications/program software onto lab computers

- Simultaneously using multiple computers
- Using College computing facilities for commercial purpose
- Interfering in any way with another's use of College equipment or services
- Causing a disturbance or nuisance in the computer lab

Examples of *unacceptable, zero tolerance behavior* include the following:

- Knowingly introducing a computer virus or other destructive program
- Creating, disseminating, or possessing pornography
- Possessing or using programs, files, or instructions for violating system security
- Intimidating or creating an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation
- Creating an "offensive educational environment"

College staff members have the authority to revoke computer lab privileges for any person engaged in inappropriate or unacceptable use of the computer lab. Disregard of any warnings issued or sanctions made will result in referral to the Vice President of Student Services for disciplinary action. Community members in violation of computer use policy will be referred to the appropriate supervisor or Campus Police.

No person may use College computing resources to violate any state or federal laws. Such actions will result in notification of the appropriate authorities. Examples of illegal use include the following:

- Creating, disseminating, or possessing child pornography
- Violation of copyright law (i.e. making illegal copies of copyrighted material. Such materials may include software, movies, music. For example, peer-to-peer file sharing is often used illegally)
- Fraudulent, threatening, or obscene e-mail, graphics, or other electronic communications
- Unauthorized entry into secure web sites or servers

***Please note*** that, using a computer to review what may be considered pornographic or obscene material violates Student Conduct Code, III, Behavioral Misconduct, as outlined on page 25 in this handbook. Misuse of computers including but not limited to creating an "offensive educational environment" and "causing a disturbance or nuisance in the computer lab" violates Student Conduct Code, II, Interference with the Educational Mission of the College, as outlined on page 25 in this Student Handbook. Computer users conducting research on a topic that may be considered harassing should contact the Director of Library Services to make other arrangements.

## **Responsibility**

Jefferson College and its staff are not liable for any damages and/or losses associated with the use of any of its computer resources or services or incurred by loss of service. Users are encouraged to save often to removable media, not the computer.

***NOTE:*** The terms lab, computer lab(s), and campus computer lab also refer to the computers in the Library at all Jefferson College locations. The term community member(s) also refers to Community Borrowers or any library user.

# Wireless Acceptable Use Policy

This service is provided for the convenience of and use by Jefferson College students, faculty, staff and visitors of Jefferson College.

Wireless networks are inherently insecure. We strongly recommend that you not disclose, receive or transmit any data or content that is confidential or that you would not want intercepted by others. Jefferson College disclaims all liability of any kind regarding the security of your use of this wireless connection.

By proceeding beyond this screen, you hereby accept any and all responsibility for the use of the network and for any damage to your computer equipment.

**By using this network you understand and agree:** Access to the information and contents available through this wireless network are for educational purposes only. By accepting the user agrees to the following conditions for access to the wireless network: You may only use the information and contents solely provided by this wireless network for educational purposes for which it is intended and authorized. Jefferson College reserves the right to monitor your use of this wireless network at any time and in any manner, and take actions as to assume reliability of network operations and compliance with applicable state and federal laws, and campus policies and procedures. Misuse or unauthorized access may result in legal prosecution, penalties or enforcement of college regulations governing conduct and can include terms and termination of wireless access privileges.