

**MACALESTER COLLEGE**  
**Information Technology Services**

The Digital Millennium Copyright Act became law in 1998. The Act demands effective response by the College when we are notified of potential copyright violations on our campus—most commonly, music and movie files being distributed without the owners' permission. Copyright owners and their agents often scan file-sharing networks, looking for such files and their sources. When these groups complain to the College about potential violations coming from our campus, the DMCA requires that we respond quickly and thoroughly. We have therefore developed the following policy on how to respond to notices about potential violations.

**RESPONSE TO COPYRIGHT NOTICES**

1. The recipient of the notice, usually the Network Security Officer, evaluates the notice and, if warranted, will forward to ITS network staff.
2. Network staff identify the problematic computer in the network registration system and discover the name of its registered owner. Network staff also send details to the Help Desk and to the Dean of Students' Office. The student's network access is then blocked. Any attempt to access the Web will lead to a page informing the student of the circumstances and referring the student to the Help Desk. Attempts to access resources other than the Web will fail.
3. If the student calls the Help Desk, ITS staff members explain the policy and the infraction. The student is instructed to contact the Dean's Office.
4. The Dean and/or appropriate staff consult with the student about the apparent violation and impose a response by the student.
5. Upon conclusion of the consultation, the Dean or appropriate staff will notify the ITS network staff as to whether or not the student's network access may be restored.
6. If approved, network staff restore the student's full network access.

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