



## **Procedure 140-02 Peer-to-Peer File Sharing**

**Sponsor: Information Technology Services**

### **Purpose**

The use of Peer-to-Peer (“P2P”) file sharing applications may have significant legal implications concerning the violation of copyright laws. Additionally, P2P file sharing applications can have a substantial negative impact on network resources thus affecting other technologies, district-wide. This procedure will provide guidance in the legal and appropriate use of P2P file sharing applications.

Violations of this policy or any other College policy or regulation may be subject to revocation or limitation of computer and network privileges as well as other disciplinary actions or may be referred to appropriate external authorities for civil and criminal prosecution.

### **Definitions**

None

### **Procedure**

Coconino Community College understands the academic purpose of file sharing and P2P applications and does not automatically ban their usage on the college network. This procedure outlines guidelines concerning the legal and appropriate use of peer-to-peer file sharing. This procedure does not override applicable international, federal, state, or local laws. Users accessing, storing, or sharing files on the college network are subject to the acceptable use of technology policy and all applicable laws. The College periodically reviews legal alternatives for downloading or otherwise acquiring copyrighted material and informs students of those legal alternatives.

Users of Coconino Community College technology resources are expected to abide by the following guidelines concerning use of peer-to-peer file sharing:

1. User shall comply with all applicable local, state, and federal laws.
2. User shall comply with all Coconino Community College policies, regulations, procedures, and rules.
3. User shall not access, store or share any material on the college network that is copyrighted or owned by a third party in which legal permission for appropriate usage has not been received. Doing so violates the United States Copyright Act.
4. Users who receive permission to use copyrighted material will need written authorization for appropriate usage. Documentation of permission may be requested by college personnel.
5. Users shall not use peer-to-peer file sharing applications in a manner that would adversely affect network performance. Information Technology Services reserves the right to revoke network access to peer-to-peer file sharing applications that degrade the level of network available to the college.
6. Users shall not install peer-to-peer file sharing applications on college equipment without written approval from Information Technology Services.
7. Users shall comply with Policy and Procedure 140 Acceptable Use of Technology.
8. Users shall comply with Policy and Procedure 142 Copyright Law Compliance.

### Disciplinary Action

Failure to follow these guidelines may result in disciplinary action up to and including termination for employees (refer Procedure 450-01 Disciplinary Action) or disciplinary action up to and including expulsion from the College for students (refer to the Policy and Procedure 503 Code of Student Conduct) and civil and criminal liabilities.

### **References**

United States Copyright Office – <http://www.copyright.gov>

Policy and Procedure 140 Acceptable Use of Technology

Policy and Procedure 142 Copyright Law Compliance

Procedure 450-01 Disciplinary Action

Policy and Procedure 503 Code of Student Conduct

34 CFR 668.43(a)(10)

HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1))

HEA Sec. 485(a)(1)(P) HEOA amendment effective August 14, 2008

### **Procedure History**

04/28/2010 New and Approved by College Council

02/11/2022 Revised and Approved by Executive Leadership Council

### **Legal Review**

None