NORTH CENTRAL STATE COLLEGE POLICY AND PROCEDURES MANUAL

COPYRIGHT POLICY Effective:

Policy No. 3357:

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Material used whether in the classroom, in administrative offices, in recruiting material, or simply stored on the North Central State College servers must not contain:

1. Copyrighted or trademarked materials in any form without written permission of the person who created them or owns the rights.
2. Images (i.e., photographs, drawings, paintings, or other derivatives thereof), audio, videos, or movies of people without their written consent. Talent releases are available for this purpose.
3. Commercial activities or advertisements not related to the instructional or administrative missions of the College.
4. Any information, confidential or otherwise, pertaining to other individuals who do not want the information included.
5. Any images or data that are discriminatory, abusive, profane, harassing, or sexually offensive. When a complaint regarding discriminatory, abusive, profane, harassing, or sexually offensive material is received by North Central State College, the matter will be turned over to the appropriate dean, office, or committee.
	1. It is the responsibility of each individual who uses the technology resources of the College to be familiar with and abide by all current operational policies. Developers of web pages agree to all portions of this policy. The use of any technology resource at North Central State College implies acceptance of these and all other current operational policies. With the evolving nature of the web medium, specific changes or additions to these policies and guidelines may occur from time to time.
	2. Authors of documents and those who store resources on NC State servers are responsible for what they allow users to access. Infringement of copyright laws and obscene, harassing, or threatening material on NC State servers can be in violation of local, state, national, or international laws and can be subject to litigation by the appropriate law enforcement agency.
	3. All webpages on NC State servers are publicly accessible and may be reviewed for compliance with all North Central State College policies and procedures.
	4. Penalties for Violation: Violation of this policy may result in revocation of utilization privileges, administrative discipline, or immediate termination of the violator’s relationship with the College and could lead to criminal and civil prosecution.

The College is authorized by anyone utilizing its information technology facilities to cooperate with government and civil authorities in the prosecution of any criminal and civil matter against any person who violates this policy, including disclosure of any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by, the College.

Effective: December 19, 2000, Expires: December 1, 2005, Review Dates: 12/19/2000 ***(not in policy manual, but in the student handbook)***