

**Plymouth State University  
Information Technology Services**

**Response to notices of DMCA violation by  
a PSU network user**

**Date:** October 2007

**Purpose:** To establish and document the process by which the Information Technology Services (ITS) at Plymouth State University handles Digital Millennium Copyright Act (DMCA) infringement notifications from an external source.

**Scope:** This policy pertains to all users of the Plymouth State University local area and wireless data networks and information technology resources.

**ITS Process:** When Plymouth State University Information Technology Security receives notifications of DMCA violations from an external source, the following steps will occur:

- **First Offense:** The user's computer will be identified by the Internet Protocol (IP) address used on the date and time indicated by the copyright infringement notice. Plymouth State ITS Security will send an email to the user that includes the DMCA notice with specific reference of the copyrighted material in question. The user must complete an online tutorial on copyright material and pass a quiz. Failure to do so will result in his/her personal computer being disabled from network until quiz is passed.
- **Second Offense:** The user's computer will be disabled from network immediately and for no less than 2 weeks (10 business days). User must do same steps as in first offense. A referral will be made to the Judicial Office. User's personal computer will remain disabled from accessing the PSU network for a full 2 weeks (10 business days), and then will not be re-enabled on the PSU network until user has passed the online copyright materials quiz.
- **Third & Subsequent Offense(s):** The user's personal computer will be disabled from the network for one month (20 business days) for each subsequent offense. Also, the same steps will be repeated as specified in the first and second offenses. User's personal computer will remain disabled from accessing the PSU network for a full month (20 business days), and then will not be re-enabled on the PSU network until user has passed the online copyright materials quiz.
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*Students will have adequate time to be informed of and respond to incidents before penalties for subsequent offenses. Records will be maintained for each offense.*

**Other Notices:** In academic year 2006-07, many college and university campuses began receiving additional notice types known as Preservation Notices, Pre-Litigation Notices, and Subpoenas. Because of the severity and legal nature of these notices, Plymouth State University will handle these on a case by case basis with the users and the process is handled directly by the CIO. Process will begin with steps one through three above but completion of the process will be handled at the direction of the CIO.

*Approved by the President's Cabinet October 2007*