

**Date**

**Fact Finding Summary for \_\_\_\_\_ for Copyright Infringement Violation (DMCA)**

**Meeting Participants:** \_\_\_\_\_ (HR), \_\_\_\_\_, (Supervisor), and \_\_\_\_\_ (employee)

**Reported by:** \_\_\_\_\_

**Violation:** On (*Date*), received an email from NSIT stating that they had confirmed a complaint of copyright infringement on his/her machine and that he/she also violated the Eligibility and Acceptable Use Policy by using a significant amount of bandwidth for the copyright infringement. Due to this violation the employee's access has been disabled and will not be returned until Human Resources decides what the next steps are.

You can reference these policies and acts at:

<http://ofest.uchicago.edu/helpful/eaup.shtml>

<http://www.copyright.gov/legislation/dmca.pdf>

**Meeting:** I reviewed the charges that were stated within the email notification with (*Employee*) and handed out the policies and the Digital Millennium Copyright Act for his/her review. I asked (*Employee*) to share his/her side of the story and if these accusations were valid.

*Please provide a summary of employee testimony:*

After taking (*Employee's*) testimony I have conveyed to him/her that this is a serious violation. I stated that the DMCA is a worldwide federal law that became effective in December of 1998 and the Eligibility and Acceptability Use Policy is an active University policy that is enforced by NSIT. I also stated that The Digital Millennium Copyright Act has the power to subpoena the University of Chicago and the employee on charges of copyright infringement. (*Employee*) is now aware of the ramifications of violating this policy, and that further infringements will lead to permanent exclusion from the University's network, and further disciplinary action up to and including termination.

**Conclusion:** *Please provide investigations outcome:*