

TEMPLATE FOR LETTER TO INDIVIDUAL WHO HAS VIOLATED THE DMCA

DATE:

TO: _____

FROM: Supervisor/Section Head/Chairman (whichever is appropriate)

RE: Illegal Use of Copyrighted Files

In light of recent events involving the discovery of copyrighted materials being shared from your computer, it has become necessary to reiterate University policies regarding the illegal use of copyrighted files, specifically those downloaded using University computers or connections.

Any computer owned or licensed by the University, as well as any personal computer that uses University network-dialup facilities (modem pool), is subject to the *University Eligibility and Acceptable Use Policy for Information Technology* (EAUP). Downloading and distributing copyrighted files is a violation of the EAUP as well as the *Digital Millennium Copyright Act* (DMCA), which makes it a violation of Federal law, for which the University may bear legal liability. The University cannot protect individuals who distribute copyrighted material without the appropriate license.

As you are aware, The University disabled your computer from the network until such time this issue is addressed with you and until all relevant parties can be assured that measures have been taken to prevent this infraction from recurring. As a result of our meeting on _____, 200_, we are now able to inform Human Resources and NSIT-Network Security that you have taken the necessary action(s) to comply with the University's policies and Federal law.

Specifically, you have _____
_____.

It is important for you to understand that should there be a second occurrence of such copyright misuse, your access will be permanently disabled from the University's network. Further, appropriate disciplinary action will ensue, up to and including termination. Please understand there is a lot of legal pressure on the University to take firm and visible action on this issue. Careers should not be jeopardized by one's sharing pirated tunes or movies.

cc: NSIT – Network Security
UHRM – Employee Labor Relations