



POLICY:	Electronic Copyright Material
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FIRST DRAFT:	
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ADOPTED:	BR2004#03
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AMENDMENTS:	None to Date
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REVIEW:	
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The Ethical and Legal Use of Electronic Copyright Material

All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

Respect for intellectual labour and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media such as music, films, software and other literary and artistic works. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorised access, and trade secret and copyright violations, may be grounds for sanctions against members of staff and students.

The following set outs the policy of the Mary Immaculate College with respect to the use of electronic copyright material:

1. Staff and students shall not make, store, transmit or make available illicit copies of any copyright material on College systems, equipment or storage media.
2. Staff and students shall not upload, store or make available unauthorised copies of copyright material via the College's local area network or the Internet.
3. Staff and students shall not assist or participate in any infringement of such copyright materials by operating or connecting to a peer-to-peer network or index using College systems, equipment or data network.
4. It is the responsibility of each member of staff and each student to make themselves aware of any licence/copyright arrangements in place and to comply with same before using copyright material.
5. Staff and students shall not duplicate, copy or make available any material that is licenced for use within the College to any other third party (including the staff or student's home equipment) unless licenced to do so.
6. Purchased electronic information resources are governed by contract and therefore it

is essential that the terms of such contracts are honoured.

Persons in contravention of this policy are subject to the College's disciplinary code and/or legal procedures.