



UNIVERSITY OF
WEST GEORGIA

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Effective N/A
Next Review N/A

Area Information Technology/ Management (Procedures)
Chief Or Responsible Office Information Technology Services

Software and Digital Copyright Compliance

Authority for Procedure granted by UWG [Policy #5001, Technology Use](#).

This procedure outlines the responsibilities of university Employees and Students in protecting the copyrights of software and digital content, such as peer-to-peer distribution mechanisms including video and music used within the university. Acceptable use of university software and computing resources must be ethical, uphold academic honesty, and reflect responsible use of shared resources. It should demonstrate respect for intellectual property, data ownership, system security, and the rights of individuals to privacy and freedom from intimidation or harassment. (For more information, see the Guidelines/Related material section)

University communication and computing resources exist to support the institution's educational, research, and public service missions. All activities involving these resources must comply with the University's Employee Handbook, Student Handbook, honor code (i.e. the Wolf Code), Faculty Handbook, and applicable local, state, federal, and international laws and regulations.

Acceptable use also requires users to respect:

- The privacy rights of others,
- Intellectual Property rights (e.g., as reflected in licenses and copyrights),
- Ownership of data,
- System security and access controls, and
- Individuals' rights to be free from intimidation, harassment, and unwarranted disruption.

A. Responsibilities

- Employees must use resources only for authorized purposes.
- Employees must protect user identification names and systems from unauthorized use.

- Employees may only access information that is their own, that is publicly available, or to which they have been given authorized access.
- Employees must refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Employees and Students should be considerate in their use of shared resources.

B. Internal Controls

Information Technology Services (ITS) shall ensure the following University internal controls.

- Departmental computer systems are protected to the greatest extent possible
- Users are aware of the university's acceptable use policy
- Employees must use only legal versions of copyrighted software in compliance with vendor license requirements.

C. Compliance

Failure to comply with this procedure may result in disciplinary and legal consequences.

1. Disciplinary Actions

Violations will be addressed in accordance with applicable UWG policies, including the [Employee Handbook](#), [Faculty Handbook](#), and [Student Handbook and Wolf Code](#).

- **Employees:** Disciplinary measures may include formal warnings, suspension of access, or termination of employment, consistent with UWG and USG policies.
- **Students:** Disciplinary actions will vary depending on whether the violation occurred in connection with academic coursework or a compensated university role. Processes will follow the appropriate provisions in the [Employee Handbook](#) and/or [Student Handbook and Wolf Code](#).

2. Legal and Regulatory Penalties

Violations that involve non-compliance with federal or state laws, such as the [Copyright Law of the United States \(Title 17\) and Related Laws Contained in Title 17 of the United States Code](#), may result in legal action, fines, or other penalties for both the individual and the institution.

Definitions

Applicable Law - laws of the state of Georgia, exclusive of its choice of laws provisions, as well as applicable federal law, including, without limitation, the U.S Copyright Act, the Lanham Act, and the Bayh-Dole Act.

Employee - any person employed on a full-time or part-time basis by the University or is identified with emeritus status by the University.

Intellectual Property - shall be deemed to refers to patents, copyrights, trade secrets, trademarks, plant variety protection, and other rights, whether or not formal protection is sought, and all patentable or copyrighted materials, including software, processes, algorithms, applications, methods, models, instrumentation, devices, designs, circuitry, software, visualizations, modified and non-modified biological materials, chemicals, engineered materials, and research records, as well as other creative or artistic works of value.

Student - an individual enrolled in any course at the University (includes undergraduate and graduate level).

Guidelines/Related material

- UWG PL 1012 [Intellectual Property \(IP\)](#)
- UWG PL 5001 [Acceptable Use for Computers and Network](#)
- UWG PL 4002 [Non-Discrimination and Anti-Harassment Complaint Procedure](#)
- [UWG Employee Handbook](#)
- [UWG Faculty Handbook](#)
- [UWG Student Handbook and Wolf Code](#)
- [Copyright Law of the United States \(Title 17\) and Related Laws Contained in Title 17 of the United States Code](#)

Approval Signatures

Step Description

Approver

Date