Copyright Protection Policy

In compliance with the United States Department of Education, Office of Postsecondary Education, and under 34 CFR 668.14(b)(30) code, and as a condition of participation in any Title IV, HEA program, New Hope Christian College has developed and implemented the following policy to effectively combat the unauthorized distribution of copyrighted material by users of the institution’s network. As prescribed by the Federal government, New Hope Christian College meets and/or exceeds the following recommendations:

- The use of one or more technology-based deterrents
- Mechanisms for educating and informing its community
- Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures
- Procedures for periodic review and assessment.

The following policy for use of copyrighted materials is included in the Faculty-Staff Handbook and Policy manual:

- Use of technology-based deterrents, the following technologies are utilized:
  - Bandwidth shaping
  - Traffic monitoring
  - Accepting and responding to Digital Millennium Copyright Act (DMCA) notices
  - Commercial products to reduce or block illegal file shaping
- Education of faculty and staff, the following procedures are utilized
  - Information provided, distributed, and discussed at fall semester annual Faculty-Staff Workshop
  - Periodic updates throughout the academic year, as needed during Faculty-Staff meetings or other meeting and/or information venues
- Procedure for handling unauthorized distribution of copyrighted materials
  - The Academic Affairs Committee will monitor faculty and staff regarding unauthorized use of copyrighted materials and determine if disciplinary action is necessary. If disciplinary action is needed the Academic Affairs Committee and the President’s Cabinet will work together to determine the extent of the violation and appropriate action. If repeated violations occur, more severe action will be forthcoming
- Procedures for periodic review
  - The Academic Affairs Committee will annually review this policy in conjunction with its annual review of the Faculty-Staff Handbook and Policy Manual review process