I. Licensing and Copyright Laws

Licensing and copyright laws govern the purchase, lease, license, and use of copyrighted materials such as computer software, audio and video recordings, printed matter, and data captured in various other media. Most licenses and copyright restrictions prohibit the copying of the subject material.

Most computer software has licensing or copyright restrictions that prohibit use or copying without the authorization of the copyright holder. The Copyright Act provides an exception to the prohibition against copying. 17 U.S.C. §117 allows a licensee to make a copy of software for backup, archival purposes and in the course of maintaining or repairing the computer. For purposes of computer software, copying includes loading the software into the random access memory (RAM) when the computer is booted up or downloading software from an Internet website.

Generally, written permission from the copyright owner or licensor must be obtained before using or copying copyrighted materials or software.

Violations of licensing and copyright laws may also constitute a state, local or federal criminal offense.

II. Employee Responsibility

Employees shall comply with the terms and conditions of all licensing agreements and the provisions of the Copyright Act and other applicable laws. It is against Rose-Hulman Institute of Technology policy to copy or reproduce copyrighted materials including, but not limited to, software, audio and video recordings, or printed materials, on Institute computing equipment, except as allowed by law or permitted by the software license. All Institute employees will:

1. Not use unauthorized copies of software on Rose-Hulman Institute of Technology owned computers whether the equipment is located at the workplace or in the employee’s home;

2. Not use copies of software licensed to Rose-Hulman Institute of Technology on employee-owned computers unless the Institute’s license specifically grants permission;

3. Be responsible for familiarizing themselves with license and copyright obligations relating to their working materials.

III. Exposure

Unauthorized use of software is regarded as a serious matter, and any such use is without the consent of Rose-Hulman Institute of Technology. Employees who duplicate or use copyrighted material without authorization or proper license may be subject to civil and/or criminal liability. Rose-Hulman Institute of Technology will not defend or indemnify employees in any civil and/or criminal proceedings related to copyright or license violations if the violation occurred as a result of the employee’s willful negligence or failure to follow the above policies. Employees who violate these policies may be subject to disciplinary action up to and including termination.

IV. Annual Acknowledgement

I hereby acknowledge that I have read and understand the information contained in this document; and that to the best of my knowledge I am in compliance with the above policies.

____________________________________________________________
Printed Name

____________________________________________________________
Signature          Date