



## *What to do if you receive a Notice of Alleged Copyright Infringement*

Copyright infringement violates not only U.S. copyright law and subjects infringers to criminal and civil liability; it also violates PCTC Acceptable Use Policy and Customer Service Agreement. PCTC's Acceptable Use Policy specifically states that you must not violate PCTC's or any third party's copyright, trademark, proprietary or other intellectual property rights. For more information about copyright and piracy, please visit the U.S. Copyright Office's website at [www.copyright.gov](http://www.copyright.gov) and the Motion Picture Association of America's website located at [www.respectcopyrights.org](http://www.respectcopyrights.org).

When PCTC receives a notice of alleged copyright infringement attributable to the IP address used by your account at the time of the reported violation, we will pass the information on you via email. The last section of that notice will include the title of the copyrighted material, dates the material was found, the IP address your account was assigned at that point in time (not your name or login information), and the protocol or program suspected of being used to transmit the infringing material.

You should immediately:

- Remove the works cited in the notice AND any other copyrighted material for which there is no explicit permission from the copyright holder to possess. A good rule of thumb to follow is: If you didn't pay for it, you shouldn't have it on your computer. If you did pay for it, it is for your exclusive use and you should not make it available to others.
- Disable file sharing of any copyrighted material for which there is no explicit permission from the copyright holder to redistribute. For music and movie files, you may be using peer-to-peer (p2p) sharing software, such as Limewire, BitTorrent, KaZaA, or Gnutella. Even if you do have the rights to use the files, you most likely do not have the right to share the files with the world and should disable sharing immediately. Information on how to do this can be found on numerous sites on the internet or you may call our help desk at 1-888-612-7170 for assistance with disabling this feature. If you are not using it for other legal purposes, you might consider removing the program from your equipment. File sharing works both ways and your personal files and information may be made available to others via p2p.
- You should also ensure that any wireless connection you are using is secure. Although the offending material may be on equipment owned by someone else, if they are using your connection, you are responsible.
- Respond to PCTC when the copyright infringement has been halted. To avoid an interruption in network service, you should respond within 7 days of the date the notice was sent to you. Do not ignore the notice and do not contact the holder of the copyright directly. The copyright holder does not need your name, address, etc and PCTC will not supply any account information unless served with a proper subpoena or other legal process. You may be billed for the cost associated with the notice received.