

**COPYRIGHT POLICY  
FOR PRINTED AND MEDIA MATERIALS  
AND COMPUTER SOFTWARE**

Contra Costa Community College District respects the copyright law as described in Title 17 of U.S. Code Sections 106 and 107 and has established procedures that both acknowledge the copyright holder and permits "fair use" of printed materials, media materials and computer software within an educational setting.

It is unlawful and inappropriate to use Contra Costa Community District's technology resources to violate copyrights, trademarks or license agreements, to engage in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, or to otherwise violate state or federal law. For example, persons must not access, download, distribute, or share copyrighted materials, such as music, movies, pictures, and software, without permission from the copyright owner.

District-imposed sanctions for inappropriate use of technology resources will depend upon the nature and severity of the use and will adhere to the discipline procedures for employees or students as appropriate. Evidence of illegal activities or violations of this policy will be turned over to the appropriate authorities as soon as possible after detection, which could result in the imposition of civil damages and criminal penalties including, but not limited to, fines and imprisonment under state and federal law.

For links to sites that provide options for legally obtaining digital content, see the District's web site at: [www.4cd.edu](http://www.4cd.edu).

Additional procedures involving academic and professional matters will be established in consultation with the Academic Senates or other affected groups. All employees will be given copies of the policies and procedures.

Title 17 of U.S. Code  
Sections 106, 107