

Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer sharing, and the use of KHS information and its technology systems will subject students to KHS disciplinary actions and may subject students to civil and criminal liabilities and penalties of federal copyright laws.

Students do not have access to the following KHS computers:

- Admissions
- Educators
- Financial Aid Office
- Owners

A student may be terminated from KHS for the following reasons:

- On an KHS computer without permission
- On an KHS computer unattended
- On a KHS computer they do not have access to

A student may be terminated from KHS for the following reasons:

- Tampering or disabling an KHS computer
- Removing information from an KHS computer by print or illegally downloading, moving or deleting information from an KHS computer
- Distributing KHS copyrighted material in any form with unauthorized persons or companies

Students may have limited access to the following KHS computers, however students may not log into the following KHS computers without authorization from an KHS owner.

- Student Services Area
- Student Library

An Employee may be subject to termination from KHS for the following reasons:

- Unauthorized use of KHS copyrighted material
- Tampering or disabling an KHS computer
- Removing information from an KHS computer by print or illegally downloading
- Moving or deleting information from an KHS computer
- Distributing KHS copyrighted material in any form with unauthorized persons or companies.

In addition, **a student or employee may be subject to criminal penalties resulting from prosecution.** This above mentioned list is not all-inclusive and the student and employee needs to be aware of possible severe sanctions if found to be violating the copyright policies. Copyright infringement is the act of pursuing, without KHS permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute any copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. An alternative to copyright infringement is to purchase information legally. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringement. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Section 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information please see the Web site of the U.S. Copyright office at www.copyright.gov .

KHS will address issues involving harassment or bullying in any form; student to student; student to staff member(s); staff member(s) to student; or staff member to staff member. All staff members and students have a responsibility to cooperate fully with the investigation of an alleged bullying or harassment complaint.