

Keystone College

Digital Copyright Management (DCM) Policy

Policy Owner: Dale Jordan, Chief Technology Officer

Effective Date: 09/09/2025

Last Reviewed (date): n/a

1. Policy Statement

Keystone College is committed to complying with the DMCA and applicable Pennsylvania state laws concerning the use and distribution of copyrighted digital materials.

Unauthorized reproduction, sharing, or distribution of copyrighted works is strictly prohibited.

2. Purpose

This policy establishes guidelines for the appropriate use, management, and protection of digital copyright materials at Keystone College, in accordance with U.S. copyright law and the Digital Millennium Copyright Act (DMCA). It ensures the institution maintains compliance while promoting lawful access to digital content for educational and research purposes.

3. Scope

This policy applies to all faculty, staff, students, contractors, and affiliates who access, use, or distribute digital content through Keystone College platforms, networks, or services.

4. Definitions

- Copyright: Legal rights protecting original works.
- DCM (Digital Copyright Management): Institutional efforts to track, protect, and manage copyrighted digital content.
- DMCA: U.S. law addressing digital copyright protection.
- Fair Use: Allows limited use of copyrighted works for educational purposes.
- DRM (Digital Rights Management): Technology used to control access to copyrighted content.

5. Responsibilities

5.1 Institution:

- Appoint a registered DMCA Agent at Keystone College.
- Provide training on copyright and fair use.
- Maintain procedures for responding to DMCA takedown notices.
- Provide legal alternatives for downloading copyrighted material.

5.2 Faculty and Staff:

- Comply with fair use and licensing terms.
- Cite and attribute third-party content.

5.3 Students:

- Respect digital copyright laws.
- Avoid unauthorized downloading, sharing, or uploading.

6. Digital Content Usage Guidelines

Faculty, staff, and students are expected to use digital content in a manner that respects copyright laws and institutional policies. All digital materials—including e-books, articles, videos, software, and courseware—must be accessed, used, and shared in compliance with applicable licenses and copyright restrictions. The following guidelines should be followed when using digital content within the institution:

- Use digital resources only for educational, research, or administrative purposes as permitted by their licensing agreements.
- Do not download, reproduce, share, or modify copyrighted digital content unless explicitly authorized by the copyright holder or permitted under fair use.
- Always retain original copyright notices, watermarks, and digital rights management (DRM) protections when distributing or sharing permitted content.

Use institutionally licensed platforms and tools to access and share digital content to ensure legal compliance and proper tracking. There are numerous free and commercial services available that provide legal ways for you to copy and/or use various types of digital content, including popular music and video titles. Legal sources for online content can be found at: www.educause.edu/legalcontent

For questions about peer-to-peer file sharing or any other technology issues, please contact the Information Technology Help Desk at helpdesk@keystone.edu or 570-945-8778.

For more information about Copyright & Fair Use, see the Library and Learning Center website at: <https://web.keystone.edu/Library/copyright.html>

7. DMCA Compliance Procedures

7.1 DMCA Agent:

Dale Jordan

Chief Technology Officer

dale.jordan@keystone.edu

One College Green
La Plume, PA 18440
570-945-8778

Registered with the U.S. Copyright Office: <https://www.copyright.gov/dmca-directory/>

7.2 Notice & Takedown:

- Prompt removal of infringing content upon receipt of valid DMCA notice.
- Notify the content owner and provide an opportunity for a counter-notice.
- Escalate repeated offenses through disciplinary channels.

8. Consequences of Violations

- Suspension of account privileges.
- Institutional disciplinary action.
- Potential civil or criminal liability.

9. Policy Review and Training

- Reviewed annually by the Chief Technology Officer.
- Annual training is made available via the Compliance Workshop course.

10. Location: Student Consumer Information webpage

<https://www.keystone.edu/about/student-consumer-information/>

Approved By President's Cabinet: 09/09/2025