



December 1, 2009

XXXXX X. XXXXX
P.O. Box xxxx
Pembroke, NC 28372

Dear: xxxxx:

The Office of Student Affairs has been notified that The Division of Information Technology (DoIT) has received a notice of violation (complaint) from an association who represents artists who have created music or movies. ***The DoIT report indicates that you are in violation of either the UNCP Appropriate Use Policy for computers and networks, the UNCP Honor Code, and/or the federal copyright laws.***

The University has instituted the following procedures for addressing copyright infringements.

- DOIT will notify the Office of Student Affairs and disable the offenders network access
- For a first offense, the student must sign a Digital Millennium Copyright Act Compliance Form indicating the material was legally obtained or has been removed from the computer.
- The owner must also certify that the material will not be shared with others without the copyright holder's permission.
- When the form has been signed and the case resolved, Student Affairs will notify DOIT to re-establish network services
- Cases of repeat offenders will be sent through the judicial affairs system
- A third offense will result in permanent loss of network access privileges.

Please come to the Office of Housing and Residence Life, located on the second floor of University Center Annex, immediately to fill out and sign the DMCA Compliance Form. ***Your prompt attention to this matter is greatly appreciated. Failure to respond to this notice will result in loss of network service.***

If you have any questions relative to this matter, please contact the Office of Housing and Residence Life at 775-4253.

Sincerely,

Director of Housing and Residence Life