

---

University College Cork

Copyright Guidelines for Computer Users

Version 1

---



Guidelines for computer users regarding the copyright of electronic information

## Document Location

<http://www.ucc.ie/en/it-policies/guidelines>

## Revision History

<b>Date of this revision: 02/08/2013</b>	<b>Date of next review: 2/08/2014</b>
--	---------------------------------------

<b>Version Number/Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>

## Consultation History

<b>Revision Number</b>	<b>Consultation Date</b>	<b>Names of Parties in Consultation</b>	<b>Summary of Changes</b>

## Approval

This document requires the following approvals:

<b>Name</b>	<b>Title</b>	<b>Date</b>

## Copyright Guidelines for Computer Users

Because of the ease with which software and electronic information can be copied or transmitted, users need to be extra vigilant to ensure that their activities are not infringing copyright or in breach of software or database licensing contracts. Users should be aware of the following:

- Software and digital information including data, text, images, audio and video are covered by the [Copyright and Related Rights Act 2000](#) .
- Anyone running a server needs to be particularly careful with regard to copyright since in most cases they will be transmitting material to large numbers of users.
- Most of the material on websites and on systems such as Blackboard is covered by copyright. Website owners should ensure that they have copyright clearance for any material which is not their own original material.
- When using peer-to-peer (P2P) systems such as Napster, Gnutella, etc., your PC effectively becomes a server which can be accessed by others over the network. They can then copy audio files or other material from your PC. Users of such systems have a responsibility for ensuring that they are not violating copyright through downloading material (songs etc.) or through allowing others to download from their PC.
- Copyright owners such as music companies, publishers etc. are constantly scanning the Internet in search of illegal copies of their material and they uncover a significant proportion of it.
- Company logos are normally covered by copyright so one should exercise caution before reproducing them on a website.
- In some exceptional cases, hyperlinks can be subject to copyright.