

COPYRIGHT POLICY

Institute of Advanced Medical Esthetics

Copyright Materials & Infringement Policy

All Institute of Advanced Medical Esthetics students, faculty and staff must comply with copyright laws and the provisions of licensing agreements that apply to software. Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer file sharing, may subject the student, faculty and/or staff member to civil and criminal liabilities. Institute of Advanced Medical Esthetics will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty and/or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from the Institute. Copyright infringement is the act of exercising, without 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 a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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 or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 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 website of the U.S. Copyright Office at www.copyright.gov.

Video Taping or Tape recording on school premises is prohibited. Video Taping or Tape Recording of school transmitted lectures is prohibited. School policy prohibits recording and transmission of student and staff meetings, classroom lectures and discussions by students and staff unless written permission from the school director had been obtained as well permission from the staff member / class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Students are required to sign a confidentiality agreement stating that: All daily operations, events during the daily operation of the school, courses, conversations, meetings, events, and general or specific information is not to be disclosed. The school and staff members as well as students have a reasonable expectation of privacy as noted in our policy, catalog and confidentiality contract. As stated in the school's confidentiality contract - non disclosure section; trade secrets, confidential business information, lectures, materials, and coursework are the Intellectual property of the school and may be property of staff or an individual faculty member and such recording or distribution is a violation of copyright laws. The school reserves the right to terminate violators of this policy and seek damages.