



HACS Campus Copyright Guidelines for Students for Posting on Populi (Rev. 1/18/17)

Populi is a student learning environment. There are netiquette courtesies well as legal responsibilities that each student is to observe when accessing from and contributing to discussions in a Populi class.

Netiquette Courtesies

1. Each faculty member will correct netiquette violations on a one-on-one basis. Please refer to our “Guidelines for Posting on Populi” section in our *HACS Handbooks*.

Copyright Responsibilities

1. All postings represent the copyrighted work of the student who posted the work.
2. A student is not to forward another students postings from one class to another without written permission from their classmate.
3. Any on-line reserved readings and/or multi-media resources posted in a course by a faculty member are to be utilized only by a student enrolled within this class. No further copies are to be made or downloaded.
4. If a student wishes to post material into a discussion that is available on the internet, the student may **only post a link** to connect to the URL. This includes, but is not limited to, links to videos, music clips, dance clips, art works, and texts.
5. A student may only incorporate **images** into their discussion posts that are free of copyright restrictions unless copyright permissions have previously been granted. Images must clearly indicate that they are for free distribution and/or contain a notice of one of the Creative Commons Licenses. Attributions must be noted.

6. All students will comply with HACS campus multiple submissions policy as stated in our *Academic Policies and Regulations Handbook* (p.19) as follows:

Any work done for academic credit, in addition to its accurately representing Church teaching, should serve as a substantive demonstration of a student's having been intellectually formed by the class for which he or she is writing. To that end, students may not make multiple submissions of their academic work without first seeking permission from the course professor to whom they desire to submit their work and sharing with that course professor the original work and any comments made on it by the professor to whom it was originally submitted. In the case where the work intended for submission will be sent to two or more course professors for credit in the same semester, permission must be granted in advance by all course professors who will be receiving it. Work that is substantially the same content presented in different formats (e.g., once as an essay for one class and then as a PowerPoint for a different class) is also considered a multiple submission. Violations of this policy may lead to a faculty member's not accepting for credit the work a student has submitted.

7. All Populi courses will be closed six-weeks after the end of a semester. A student may retain only his/her postings and any faculty-created material the faculty member permits copying of.

Any questions regarding copyright and postings on Populi may be directed to the HACS Copyright Compliance Committee at copyright@holyapostles.edu