

# Procedure for Handling Intellectual Property Rights Infringements on the Internet by I-Shou University

Adopted by the Computer Center in July 2008

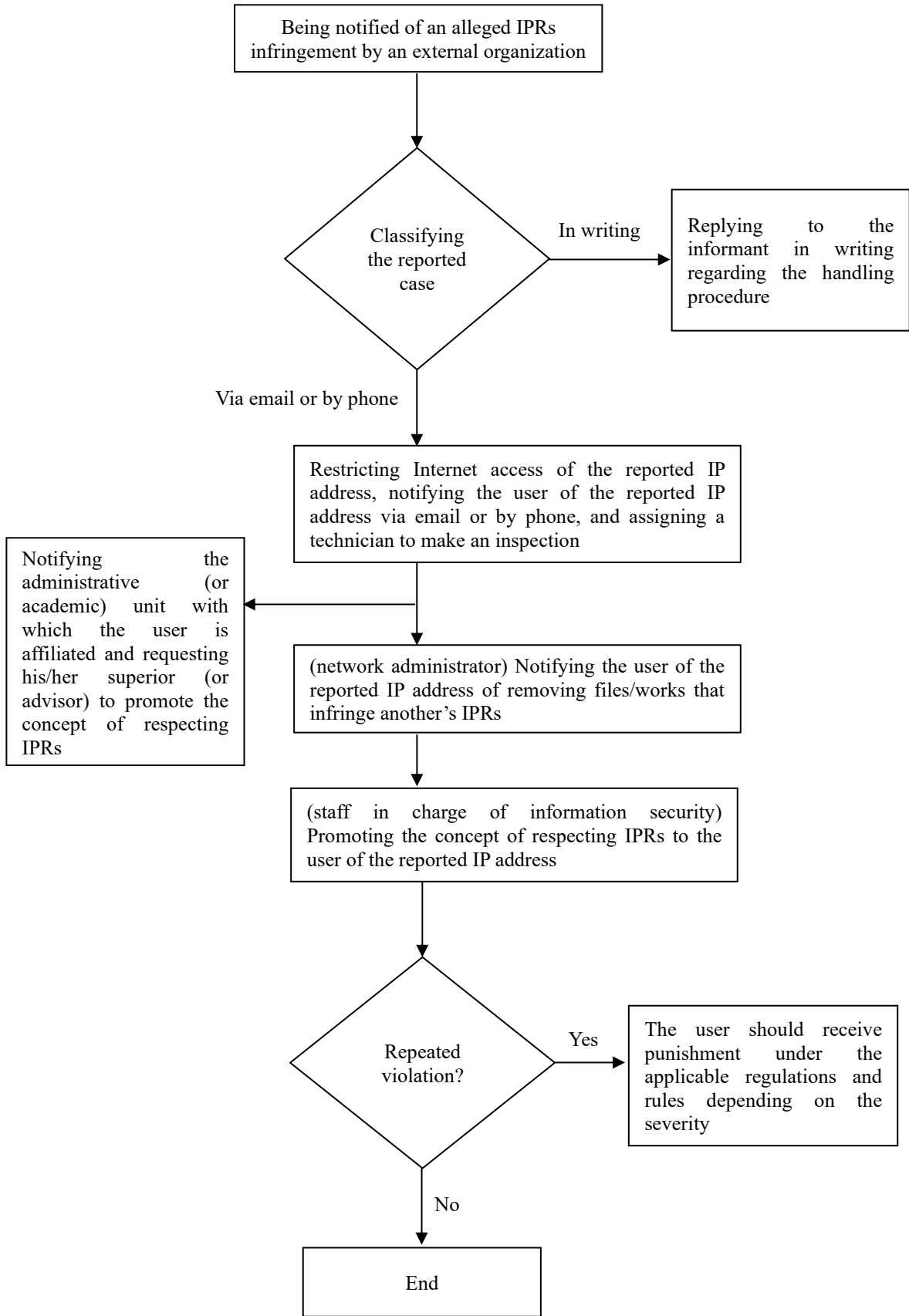
Amendments to Provisions I, II, and V promulgated with the consent from the President dated on March 21, 2012

Amendments to the Procedure adopted by the Office Affairs Council on August 31, 2021, and promulgated with the consent from the President dated on October 6, 2021

- I. The procedure for handling an alleged intellectual property rights (hereinafter referred to as “IPRs”) infringement on the Internet:
  1. I-Shou University (hereinafter referred to as “the University”) is notified of an alleged IPRs infringement by an external organization.
  2. The Office of Library and Information Services (hereinafter referred to as “the Office”) immediately restricts Internet access of the computer reported to be involved in the alleged IPRs infringement.
  3. The Office notifies, via email or by phone, the network administrator responsible for the IP address reported to be involved in the alleged IPRs infringement.
  4. The responsible network administrator notifies the user of the reported IP address of removing files/works that infringe another’s IPRs.
  5. Academic/Administrative Units: The Office notifies the department (institute/program/administrative unit) concerned and the dean of the college to which the department (institute/program) belongs (or the first-level administrative head of the administrative unit) of the alleged IPRs infringement. If the user of the reported IP address is a student, his/her advisor shall educate him/her to respect IPRs.
  6. Student Dormitories: The Office notifies the student involved and the unit in charge of student dormitories of the alleged IPRs infringement. The dormitory superintendent shall promote the importance of respecting IPRs. The student involved in the alleged IPRs infringement shall fill out and sign an Application Form for Internet Resources to indicate that he/she has been notified by the University of the alleged IPRs infringement.
  7. The user reported to have infringed a third party’s IPRs shall make a statement to the Office in person and fill out an Application Form for Internet Resources, and he/she shall, on the Form, guarantee that he/she will not again illegally download works protected by the Copyright Act. The staff in charge of information security shall educate the user

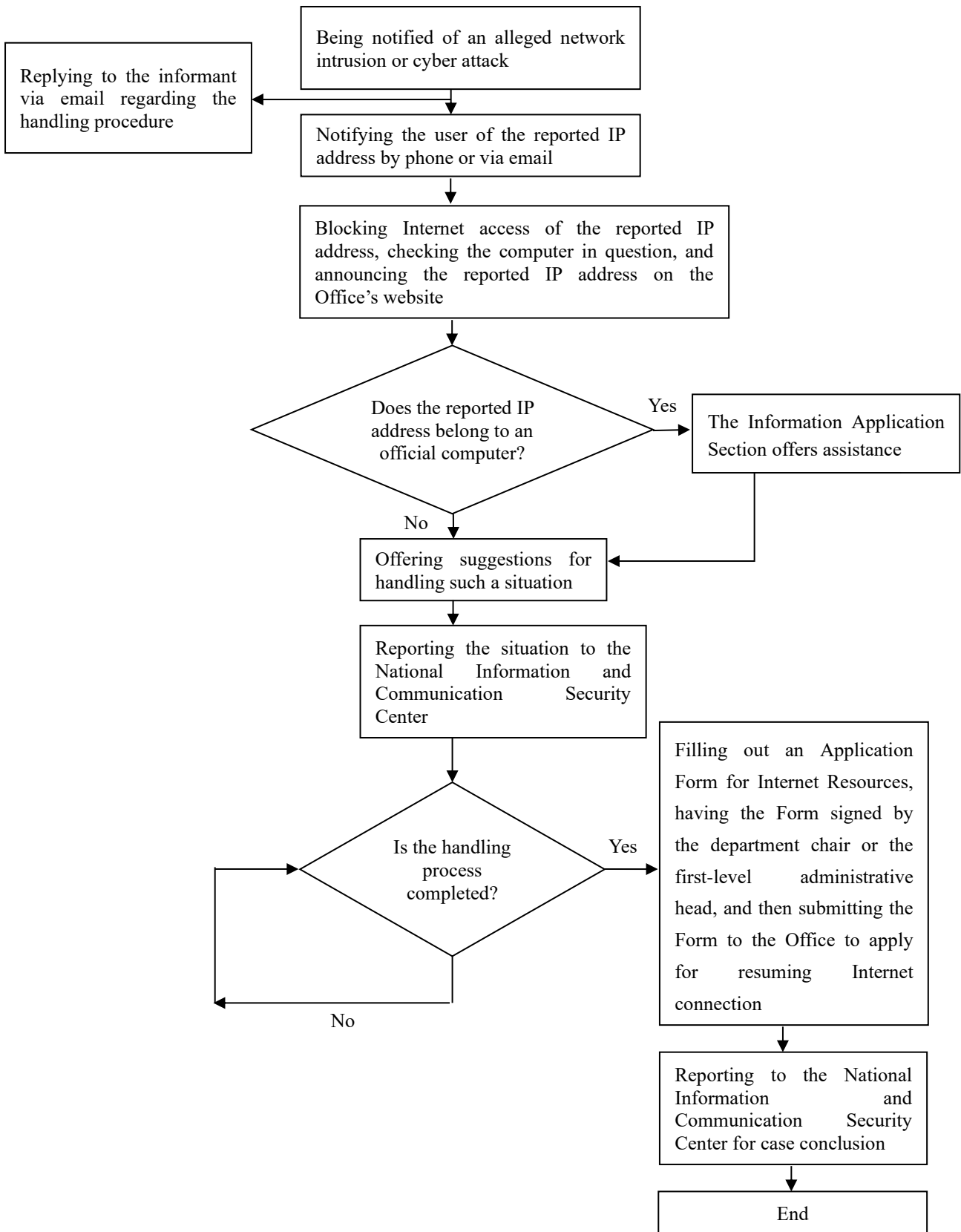
reported to have infringed a third party's IPRs about the concept of respecting IPRs and the possible legal liability for violations.

8. Users who have repeatedly infringed a third party's IPRs shall receive punishment under the applicable regulations and rules depending on the severity.



II. The procedure for handling an alleged network intrusion or cyber attack:

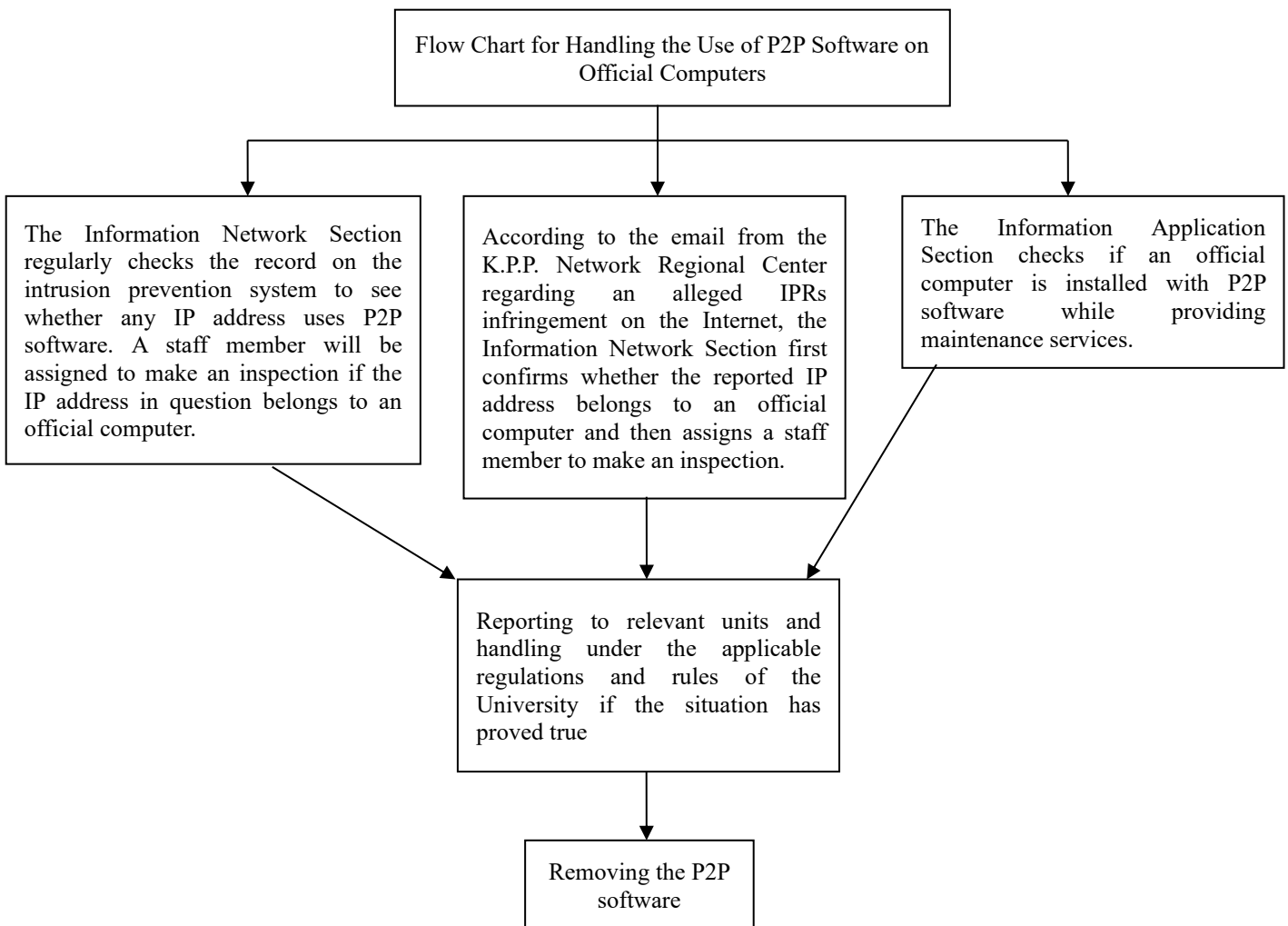
1. The University is notified by the K.P.P. Network Regional Center via email of the IP address involved in a network intrusion or cyber attack.
2. The Office contacts the user of the reported IP address and blocks Internet access of the reported IP address. The reported IP address will be included in the list of IP address abuse.
3. If the computer in question is used by a faculty or staff member, he/she may fill out an Application Form for Information Application Section Services (available on the Office's website) to apply for assistance from the Office.
4. The Information Network Section reports the situation to the National Information and Communication Security Center.
5. If the user of the reported IP address wants to resume Internet connection, he/she shall complete an Application Form for Internet Resources, explaining the alleged network intrusion/cyber attack, have the Form signed by the advisor or the competent administrative head, and then submit the Form to the Information Network Section for further processing. After receiving the application form, the Information Network Section will have Internet connection resumed within four working days after the application is approved and the computer in question runs normally.



III. The procedure for handling the use of peer-to-peer (P2P) software on official computers:

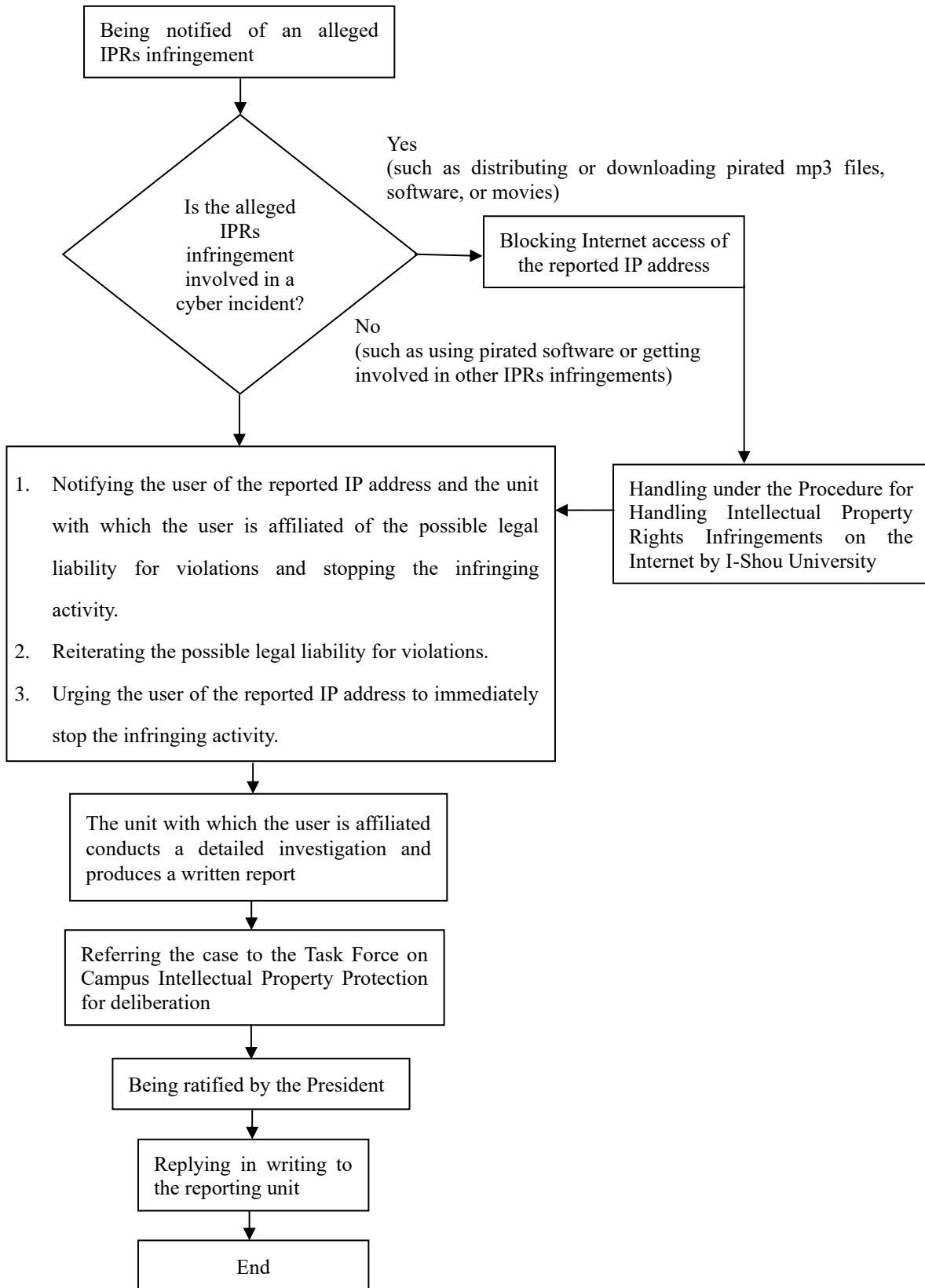
1. Checking and reporting:

- a. The Office regularly checks the record on the intrusion prevention system to see whether any IP address uses P2P software. A staff member will be assigned to make an inspection if the IP address in question belongs to an official computer.
  - b. According to the email from the K.P.P. Network Regional Center regarding an alleged IPRs infringement on the Internet, the Office first confirms whether the reported IP address belongs to an official computer and then assigns a staff member to make an inspection.
  - c. The Office checks if an official computer is installed with P2P software while providing maintenance services.
2. If the situation has proved true, it shall be reported to relevant units and handled under the applicable regulations and rules of the University. The user of the reported IP address will be asked to remove the P2P software. (According to the Ministry of Education’s Letter No. Tai-Dian-Zi 0970077254, it is strictly prohibited to install and use P2P software on official computers for any purposes other than for official purposes.)



IV. The procedure for handling an alleged IPRs infringement:

1. The University is notified of an alleged IPRs infringement.
2. Is the alleged IPRs infringement involved in a cyber incident?
  - a. Yes (such as distributing or downloading pirated mp3 files, software, or movies): The reported IP address will be denied Internet access and handled under the Procedure for Handling Intellectual Property Rights Infringements on the Internet by I-Shou University.
  - b. No: The Office notifies the user of the reported IP address and the unit with which the user is affiliated of the possible legal liability for violations and stopping the infringing activity.
3. The unit with which the user is affiliated shall conduct a detailed investigation into the alleged IPRs infringement and produce a written report, and then it shall refer the alleged IPRs infringement to the Task Force on Campus Intellectual Property Protection for deliberation.
4. If the alleged IPRs infringement is reported through an external official document, the University shall reply to the reporting unit in writing upon ratification by the President.



V. The Procedure becomes effective on the third day of promulgation after being adopted by the Office Affairs Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or*



*terms of the Procedure, the Chinese language version shall prevail.*