



## **Disciplinary Actions for Violations of IT Security and Acceptable Use**

**Policy Number:** 519

**Categorized:** Information Technology

**Procedure:** 519P

**Responsible Office:** VP of Information and Engineering Technologies (IET) and College Computing

**Effective Date:** 03/08/2024

**Date Last Reviewed:** 03/08/2024

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### **1. Scope**

This policy applies to any Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who violates an approved IT Policy.

### **2. Policy Statement**

#### 1. Employees

- a. NOVA's disciplinary process ensures fair treatment for users who are suspected of violations such as responding to a phishing email, committing fraud, compromising official records, or making threats to the College or any member of the College community. The process is a graduated response that takes into consideration if it is a first or repeat offense and the severity of the offense. In serious cases of misconduct, the process allows for instant removal of duties, loss of system access, and the immediate removal of the user from the site.

#### 2. Students

- a. By enrolling at NOVA, a student accepts its policies and procedures and acknowledges the right of NOVA to take action, up to and including suspension or expulsion in response to misconduct. It is a student’s responsibility to become familiar with the [NOVA Student Code of Conduct](#). Lack of awareness is no excuse for noncompliance with NOVA’s policies and procedures.

### **3. Authority**

[NOVA Student Code of Conduct](#)

[VCCS Policy Manual Section 3.12 Faculty Sanctions](#)

VCCS IT Security Guideline 7.2.3 Disciplinary process

[Virginia DHRM Policy 1.60, Standards of Conduct](#)