



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

**Procedure Number:** 519P

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

**Forms:** N/A

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

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

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### 1. Purpose

This policy procedure details the specific actions to be taken by all 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. Definitions

N/A

### 3. Procedure

#### 1. Employees

##### a. Violations such as responding to a phishing email:

- i. *First offense:* the account will be locked until IT Security Awareness Training is completed and a counseling memo will be placed in the employee’s supervisor’s file. If it is determined that the violation was not inadvertent but was willful, the disciplinary action may proceed to one of the next levels.
- ii. *Second offense:* the account will be locked until IT Security Awareness Training is completed and a Written Notice or Letter of Reprimand will be placed in the employee’s official HR file.
- iii. *Further offenses:* additional disciplinary action as specified in the [VCCS Policy Manual Section 3.12 Faculty Sanctions](#), or the [Virginia Department of Human Resource Management \(DHRM\) Policy 1.60, Standards of Conduct](#) and may result in permanent loss of access to NOVA systems or termination of employment.

##### b. Violations that involve fraud, compromise official records, or present a threat to the college or any member of the college community:

- i. All offenses: appropriate disciplinary action as specified in [VCCS Policy Manual Section 3.12 Faculty Sanctions](#), or [DHRM Policy 1.60, Standards of Conduct](#) and may result in permanent loss of access to NOVA systems or termination of employment.

#### 2. Students

- a. All violations by students will be addressed in accord with the [NOVA Student Code of Conduct](#).