

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

**Policy Number:** 519

**Categorized:** [Information Technology](#)

**Responsible Office:** VP of Instructional and Information Technology

**Subject:** Policy and procedures governing violations of IT Security and Acceptable Use policies and standards

**Related Policies:** [Acceptable Computer Use](#), [IT Security Awareness](#)

**Procedures:** See below.

**Additional Information:**

**Effective Date:** 11/16/2010

**Last Reviewed Date:** 06/11/2020

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**1. Scope**

This policy applies to any user who violates an approved IT Policy.

**2. Policy Statement**

Violations of Information Technology policies will be addressed in accord with the Student Code of Conduct and Integrity, DHRM Standards of Conduct, or VCCS policies as appropriate. In addition, NOVA's Administrative Council may establish uniform penalties for policy violations.

**3. Definitions**

N/A

**4. Procedures**

For Employees:

Violations such as responding to a phishing email

- a. First offense: the account will be locked until Security Awareness Training is completed and a new account is requested through a 105-45, 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.
- b. Second offense: the account will be locked until Security Awareness Training is completed and a new account is requested through a 105-45, and a Written Notice or Letter of Reprimand will be placed in the employee's official HR file;

- c. Further offenses: additional disciplinary action as specified in the VCCS Policy 3.12, Faculty Sanctions, or the Virginia Department of Human Resource Management Policy 1.60, Standards of Conduct and may result in permanent loss of access to NOV systems or termination.

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

- a. All offenses: appropriate disciplinary action as specified in VCCS Policy 3.12, Faculty Sanctions, or Virginia Department of Human Resource Management Policy 1.60, Standards of Conduct and may result in permanent loss of access to NOVA systems or termination.

For students:

All violations by students will be addressed in accord with the Student Code of Conduct.

## **5. Authority**

NOVA Administrative Council (November 16, 2010)

[NOVA Student Code of Conduct](#)

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