



# Computer User's Guide

to the Electronic Campus

**Disciplinary Action** 1

**Disciplinary Process** 1

Incident reports of computing policies infractions at Northwest will be generated in *Information Systems*. All incident reports will be automatically referred to the *Vice President for Information Systems (VPIS)* or his/her delegate.

Upon receipt of an incident report, the VPIS or delegate will make a determination as to the infraction type. Infractions involving acts perpetrated against another person(s) or infractions that are thought to be criminal in nature (i.e. child pornography, knowingly launching computer viruses, hacking, etc.) will be referred to the *Assistant Vice President for Student Affairs* for adjudication through the *Student Faculty Discipline Committee*. Student *Judicial Code* sanctions and appeals procedures will apply. The VPIS or delegate will adjudicate all other infractions of computing policies, including, but not limited to, *Network Stability Assurance* and *Network Etiquette and Guidelines*. Sanctions for infractions of this type will be automatically applied.

## Disciplinary Process

- **First offense:** Conduct warning and removal of any illicit equipment and/or programs. First offenders must attend a *Computer Policies/Ethics Workshop*.
- **Second offense:** \$75 fine, required attendance at a *Computer Policies/Ethics Workshop* (if for some reason the student did not attend following his/her first offense) and removal of any illicit equipment and/or programs.
- **Third offense** (or beyond): will result in a referral to the

*Assistant Vice President for Student Affairs* (Student Judicial Officer) for adjudication through *Student Faculty Discipline Committee*. Student *Judicial Code* sanctions/appeals procedures will apply.

When an infraction occurs it may be necessary to temporarily deactivate the student's access to his/her computer and the network in order to **protect the network**. But it is recommended that the student's access be restored within 24 hours (if possible) to minimize impact on academic work.



If there is a situation that requires more than 24-hour deactivation, the *Assistant Vice President for Student Affairs* will be consulted.

Students will be afforded the opportunity to appeal their cases to the *Student Faculty Discipline Committee*. At least one member of the *Educational Technology Committee* will serve as a voting member of the *Student Faculty Discipline Committee* when an appeal is scheduled.

Copies of charges, adjudication and sanctions will be forwarded (hard copy or electronically) to the *Assistant Vice President for Student Affairs* who will review and ensure that the data is placed in the student's discipline file and is recorded in the Student Discipline database.

Report suspected violations of Northwest policy to the *Client Computing* office or *Client Computing—Information Systems Help Desk* at 660-562-1634. Report suspected violations of federal, state and local law and all threats to persons or property to *Campus Safety* at 660-562-1254.