

**Non-severe violations** are typically those that have minimal negative effects on others. Non-severe violations include but are not limited to the following:

- Using technology for off-task activities during class (games, videos, music files, CDs, websites not instructionally related)
- Having shortcuts or benign executables (programs that pose no threat to network or data security) in home directory without authorization
- Sending messages from computer to computer
- Employing the technology for commercial purposes
- Accessing or attempting to access translator services, chat-rooms, bulletin boards, news groups or messaging systems other than Lotus unless authorized by your teacher for a valid educational purpose. **(For Summer School ONLY, the first offense will be a strong warning)**
  - 1. First Offense**
    - Computer privileges are suspended for 3 school days.
    - Letter of notification to parents.
    - Student must go to multimedia lab to have privileges reinstated.
  - 2. Second Offense**
    - Computer privileges are suspended for 10 school days.
    - Parents must sign notification letter to reinstate privileges.
    - A third non-severe violation will automatically become a severe violation.

**Severe Violations** are typically those that exhibit indifference to the rights of others or to one's own personal safety. Severe violations include but are not limited to the following:

- Installing unauthorized software anywhere on the network
- Downloading and storing files on the network without authorization (As a student you are authorized to store only course-related documents in your home directory)
- Not reporting computer vandalism or network security violations that you are aware of
- Vandalizing or defacing hardware: damage less than \$50, including unauthorized disconnecting of cables, keyboards and mice causing workstation malfunction
- Using another's account or allowing another individual the use of one's account
- Using technology to cheat: to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating
- Using technology to plagiarize or to violate copyright laws
- Accessing or attempting to access material that
  - is profane, obscene, lewd, sexually suggestive, or ghastly
  - advocates or engages in illegal acts, threats, hate or violence
  - potentially disrupts, causes damage, threatens or endangers students or staff
- Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to large numbers of people or a large volume of messages to one or more individuals for the purpose of causing annoyance or disruption
- Posting personal or private information about yourself or other people
- Posting or sending information that insults, defames or harasses
  - 1. First Offense**
    - Computer privileges are suspended for 20 school days and parents are notified.
    - Letter of notification to parents.
    - Parent must conference with administrator to reinstate privileges.
  - 2. Second Offense**
    - Computer privileges are suspended for 40 school days.
    - Letter of notification to parents.
    - Parent must conference with administrator to reinstate privileges.
    - A third offense automatically becomes an extreme violation.

**Extreme violations** are malicious acts that include but are not limited to the following:

- Attempting to gain unauthorized access to the WCPSS network or any device on the network, or to any secure data
- Connecting any non-WCPSS hardware to the network
- Producing, posting or sending (or attempting to post or send) material that
  - is profane, obscene, lewd, sexually suggestive, or ghastly
  - advocates or engages in illegal acts, threats, hate or violence
  - potentially disrupts, causes damage, threatens or endangers students or staff
- Possessing hacking tools
- Arranging or agreeing to meet with a person you have met online
- Vandalizing hardware or stored data: damage greater than \$50 (this includes intentionally spreading computer viruses or worms)

***Any extreme violation will result in suspension of computer privileges for 90 school days and may result in suspension from school.*** If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.