

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
- 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.