The purpose of an **Information Technology Standard** is to specify requirements for compliance with Old Dominion University Information Technology policies, other University policies, as well as applicable laws and regulations. Standards may include business principles, best practices, technical standards, migration and implementation strategies, that direct the design, deployment and management of information technology.

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**Information Technology Standard:** Disciplinary Action Standard  
**Reference Number:** 04.4.1  
**Date of Current Revision or Creation:** January 15, 2013

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### A. PURPOSE

The purpose of this compliance standard is to establish general rules for how violations of computer security policy and standards are handled.

### B. DEFINITIONS

**Information Technology Resources** are defined as computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

The **Standards of Conduct** is the human resources policy that details the standards of professional behavior and conduct for classified and wage employees.

**User** includes anyone who accesses and uses the Old Dominion University information technology resources. Words that might be confusing, have different possible meanings, or are being used in a specific way.

### C. STANDARDS STATEMENT

**Disciplinary Action**

Computer security violation is a serious offense that may result in the withdrawal of access and may subject the user to disciplinary action or academic sanctions consistent with University policies and procedures.

Disciplinary actions or academic sanctions will be assessed in accordance with the following:
• Violations of computer security policy by a faculty member shall be the basis for
disciplinary action in accordance with the policy on Faculty Sanctions. Violations of
computer security policy by a faculty administrator shall be the basis for disciplinary
action in accordance with the Board of Visitors Policy on Administrative and
• Professional Faculty and the Faculty Administrator Performance Appraisal System.
Violations of computer security policy by a staff member shall be the basis for disciplinary
action in accordance with Human Resources Policy 1.60 Standards of Conduct.
• Violations of computer security policy by a student shall be the basis for disciplinary
action in accordance with Student Code of Conduct.

Old Dominion University reserves the right to revoke any user’s access privileges at any time for
violations of policy, standards and/or conduct that disrupts the normal operation of information
technology resources. Authority may be exercised without notice.

D. PROCEDURES, GUIDELINES & OTHER RELATED INFORMATION

Federal and State Law
Policy 3505 Security Policy

E. HISTORY

F.

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