



COMPUTER INFRACTION REPORT

Columbia School District, 11775 Hewitt Rd., Brooklyn, Michigan 49230

Student Name _____ Grade _____ Date _____ Time _____
Building _____ Reported By _____
Details _____

NOTICE TO PARENTS: The purpose of this notice is to inform you of a disciplinary incident involving your student and the use of computer technology. You are urged to both appreciate the action taken by the district and to cooperate with corrective action initiated today. A copy of this report will be on file along with the student's Acceptable Use Policy (AUP) signed signature form in each of the Buildings Media Center/Library.

Minor Infractions:

- Touching someone else's computer without damaging their files or the system.
- Making minor changes to PC settings.
- Unplugging a keyboard or mouse from the back.
- Clicking on something over and over or striking the same key over and over.
- Being in the wrong software or on the Internet when it is prohibited.
- Using another person's password.
- Deliberately accessing prohibited websites.

Major Infractions:

- Knowingly entering a prohibited area of the network.
- Making major changes to PC settings.
- Damaging the hardware or software.
- Slamming the equipment, even if no apparent damage.
- Stealing another person's password.
- Destruction of another person's work.
- Bypassing internet content filter to access inappropriate or prohibited materials/services.

Prosecutable Offenses:

- Theft of equipment, software, or information.
- Knowingly bringing a computer virus, spyware or computer/network hacking tools into the school.
- Hacking into administrative software (ie: accounting, payroll, student records, etc.).

Consequences:

Minor Offense: <input type="checkbox"/> School Days Off Internet	OR	<input type="checkbox"/> School Days Off System
Number of Days (Circle One):	5 10 15 25 45	
Teachers Notified: _____		Parent(s) Contacted: _____
_____		_____
_____		_____

Major Offense: <input type="checkbox"/> School Days Off System	
Number of Days (Circle One):	45 90 180
Teachers Notified: _____	Parent(s) Contacted: _____
_____	_____
_____	Conference Held: _____

The school reserves the right to administer disciplinary actions in a discretionary manner. Disciplinary action for computer offenses may vary from those outlined above.