

Information Technology Ethics Violation Report

Please fill in completely. For student or guest violations, completed forms should be submitted to the Director of Student Services. Employee violations should be reported to the immediate supervisor. Examples of incidents that must be reported include, but are not limited to, using IT equipment to: access or distribute inappropriate material (such as pornography), conduct illegal activities, download or duplicate copyrighted materials, such as music or movies, or attempt to gain unauthorized access to computing resources. Intentional damage to equipment and theft are also activities that must be reported.

Incident Information	
Date	Name of Person Committing Violation
Date the Incident Occurred	Approximate time the incident occurred
Witness Information	
Name of person reporting incident	Phone number
Email Address	
Description of Incident	
<p>Please provide as much information as possible regarding the incident. The Director of Student Affairs or for employees, the immediate supervisor will handle the incident in accordance with the policy for enforcement of the VCCS Acceptable Use Standard as described in the ESCC IT Security Policy.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

By signing below, I verify that to the best of my knowledge, the information on this form is correct. I agree to provide additional information if requested.

(Witness signature)

(Date)

(Printed name of witness)