

## Violations of Responsibility Procedures

Date Adopted: 21 May 2002

Date Revised: 11 December 2009

Date Reviewed: 28 May 2014

References:

### Procedure for Search of Information Technology Files

The following steps must be taken:

1. Copies are made of the relevant files.
2. The user whose files are to be examined is informed, in written form or via e-mail, of the action taken and the reasons for that action.
3. The user's files are examined and the results immediately reported to the Division Chair and the Information Communications & Technology Committee Chair.
4. If no problem is discovered, the copies are destroyed and the user so informed.
5. If a problem is determined to exist, access to the account will be suspended and the user so informed. The system administrator will act in a manner consistent with existing procedures for dealing with inappropriate behavior.

See Board Policy 8500