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# **Responding to Disruptive or Threatening Student Behavior:**

## **A Guide for Faculty & Staff**

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Colleagues:

Paradise Valley Community College is committed to a safe and supportive learning and working environment for all students, staff, faculty, and visitors.

As part of the communication of this policy and in order to provide the college community with information about how to address disruptive or threatening student behavior in the classroom we have developed a Guide for Faculty & Staff.

In the attached Guide for Faculty & Staff, you will find information about disruptive or threatening incidents in the classroom as well as resources for assistance in responding to these types of concerns.

We hope you'll find the enclosed materials useful. For additional information and to schedule an information session for your class or division/department, please call Dr. James Rubin, Counseling at 602-787-6546. [James.rubin@paradisevalley.edu](mailto:James.rubin@paradisevalley.edu).

For consultation regarding a specific student and student issues or to refer a student, please contact Dr. Shirley Green, Dean of Students, at 602-787-6604. [Shirley.Green@paradisevalley.edu](mailto:Shirley.Green@paradisevalley.edu)  
Thank you for helping to keep Paradise Valley Community College a safe and welcoming community.

Sincerely,

Paul Dale, Ed.D.  
President Paradise Valley Community College

## Introduction

In an ideal world, we would not experience behavior that undermines instruction and, thereby, negatively impacts student learning. However, the unfortunate reality is that a small number of our students exhibit disruptive behavior in classrooms, lab areas, offices, field sites and other educational settings, or via electronic means such as email, discussion boards, online meeting spaces, and audio video conferencing. This manual is intended to offer guidance and support should you need to respond to disruptive or threatening student behavior.

- If you need immediate assistance in responding to a threat to your safety, or the safety of others, contact College Safety at (480)784-0911 or 911. The department is staffed 24 hours per day and can dispatch law enforcement personnel to assist you at your campus location. Off campus locations should dial 911.
- If you need to consult with someone about a student who is disruptive in any educational setting or seems to be showing signs of emotional distress, mental illness, or difficulty in adjusting to college life, contact the Dean of Students Office at 602-787-6604. The Dean of Students Office can assess the situation and make the appropriate referrals.
- If you have questions about whether a student's disruptive behavior can be addressed through the college judicial system, contact the Dean of Students Office at 602-787-6604.

As the course instructor, you are the authority both in your classroom and in any class related interaction occurring outside of the class. You are obligated to establish appropriate academic and behavioral standards. There are a number of ways you can influence how individual student behavior impacts the learning environment. Some strategies that might prove helpful include:

- Set and communicate standards on your syllabus,
- personally model the behaviors students are expected to exhibit,
- firmly and fairly address disruptive behavior, and
- hold students accountable for their actions.

A learning environment that incorporates the above elements will better support students in their intellectual and personal growth while contributing to your own sense of safety and well-being.

Questions about this manual may be directed to James Rubin, with the Counseling Division, at [james.rubin@pvmail.maricopa.edu](mailto:james.rubin@pvmail.maricopa.edu) or 602-787-6540.

## Paradise Valley Community College Standards

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees, and visitors. All students of Paradise Valley Community College are required to adhere to the *Student Code of Conduct* as stated in the *Maricopa Community College District Administrative Regulations* <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations>.

### Establishing Expectations for Classroom Conduct

Maintaining a good learning environment in the classroom is an important part of a faculty member's responsibility as a teacher. The teacher should endeavor to create a classroom atmosphere that is comfortable and welcoming of all students.

Disruptive classroom conduct on the part of students may be distracting, annoying, or intimidating to other students and should not be tolerated by the teacher. Faculty have the prerogative of deciding the classroom conduct and the appropriate dress of their students as long as these actions do not infringe upon the students' rights as guaranteed in principles underlying the section in *Maricopa Community College District Administrative Regulations*.

In addition to the various college standards and policies referred to above, students are subject to the academic and behavioral standards set by the course instructor. Behavioral standards that are thoughtfully developed and effectively communicated at the start of the semester, and reinforced when needed, may exert a positive influence on classroom conduct.

Behavioral concerns that, in your judgment, require special emphasis can be addressed in your course syllabus. It is quite common to include a statement of warning about cheating and plagiarism and the consequences of these forms of misconduct.

Examples of other behaviors that may be addressed in your syllabus include:

- intimidation or harassing behavior
- inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom or transmitted electronically
- biased based behaviors (comments or harassment)
- threats/challenges to do physical harm (even when stated in a joking manner)
- use of obscene or profane language in the classroom or transmitted electronically
- excessive talking
- late arrival to, or early departure from, class without permission
- use of personal electronic devices such as pagers and cell phones
- refusal to comply with faculty direction

When discussing standards at the beginning of the semester, you might want to consider an approach that does not discourage your students from forming and expressing ideas and opinions that are relevant to the course objectives. Appropriate behavioral standards tend to ensure and protect everyone's free speech; however, everyone must be cognizant of and reinforce the Paradise Valley Community College "Principles of Community."

### Establishing Expectations for On-line Class Conduct and Electronic Communication

The number of students taking online classes has increased, as has the use of electronic communication tools, such as Blackboard. With the increase in use comes an avenue for disruptive and unacceptable behavior. Students may make comments electronically that they would not make in person-to-person contact. Just as faculty members establish classroom conduct they must also establish expectations for students during on-line classes and through electronic communications. It is recommended that specific language regarding expectations for electronic communication be included on the syllabus for the course.

Sample Excerpt from Syllabus

#### ONLINE COMMUNICATION

Keep in mind that all electronic interactions (e-mail, chats, discussion forums, etc.) are an extension of our classroom and should be treated as such.

DO NOT enter a chat room, send e-mail, or participate in an online discussion under an alias, a false name, or as "anonymous." This is an important rule that everyone must follow so that we may maintain a safe academic environment. Entering an academic space, whether it is online or

in a traditional classroom, and misrepresenting yourself is a violation of the Paradise Valley Community College Student Code of Conduct.

Class members will no doubt disagree with one another on various issues and articles discussed in class and online. That's fine—disagreement and critique promote a deeper understanding. But please take care to distinguish academic criticism and political debate from personal attacks and "power plays." In other words, if you are offering criticism, do not frame your remarks in ways that are demeaning to others. By the same token, try not to be defensive if your idea receives criticism in a way that really is not a personal attack. With this in mind, we can have lively discussions, which prompt us all to think more critically about the assumptions, feelings, and values we hold.

For question related to distance learning classes, contact the Center for Distance Learning at 602-787-6750. (See Appendix B for the Acceptable Use Guidelines)

## **Taking Action**

A number of factors, such as the severity and frequency of a student's misconduct, influence the action that might be appropriate to a specific instance of disruptive behavior. Thus, the following measures do not constitute a fixed procedure that must be followed in each instance.

Rather, these strategies should be pursued based on your own assessment of their suitability to the situation with which you are dealing.

### **Give a warning**

A rare instance of rude, annoying, or irritating behavior could simply be a sign of a student's immaturity or lack of familiarity with campus culture. When this first occurs, you might choose to ignore such behaviors, or address them by modeling the proper conduct, or use informal means to get a message to the student. However, recurrent acts of disruptive behavior should be addressed in a direct manner. When disruptive behavior first becomes evident, consider reminding the entire class of the need to follow the applicable standard. If the disruption involves a behavior that has not been previously addressed, take the time to communicate your expectations.

Speak individually with any student who exhibits a pattern of disruptive behavior or who commits a single incident of serious misconduct. Ask the student to remain after class for a conversation or to schedule a meeting. A confidential meeting will provide the best opportunity to discuss your concerns while avoiding the embarrassment or defensiveness the student might display when publicly addressed. However, do not meet alone with any student you believe to be a threat to your personal safety. (See the section on Responding to Threatening or Potentially Violent Students.) During the meeting, discuss the disruptive behavior, clarify your expectations, gain cooperation in adhering to class standards, and state the consequences of failing to make necessary adjustments (e.g., the filing of a misconduct complaint as discussed on page 6 of this publication). If a meeting cannot be arranged, don't hesitate to communicate by phone, email, letter, fax, or any method that allows you to reach the student before the next class session. Make a written record of any meeting to discuss disruptive behavior. If the meeting concerned a serious incident, send a letter to the student summarizing the conversation.

### **Involve Others as Appropriate**

Even when there is no threat of harm, you may find it helpful to involve your division chair, supervisor, or dean when meeting with a student to discuss seriously disruptive behavior. Counselors or the Dean of Students Office are also available for consultation. The added perspective of a campus official will serve to reinforce the importance of your standards and help keep the conversation focused on behaviors rather than personalities.

## Seek a Voluntary Course Withdrawal

Students cannot be involuntarily withdrawn from a course except as provided by an existing college policy or through use of the student discipline procedures. In some cases, a student's withdrawal from a course provides the most expeditious way to end disruptive behavior and its corresponding conflict. Conversations with students to seek their voluntary course withdrawal should be thoughtfully considered. Withdrawals should not be pursued as a substitute for discipline when a student has committed a serious act of misconduct.

Withdrawals are most appropriate when there is a genuine personal conflict that cannot be readily resolved, and when any necessary administrative approvals have been secured in advance. Students will often respond negatively when they believe they have been given an ultimatum to withdraw from a class. If necessary, enlist the assistance of your division chair, academic dean or the Dean of Students Office to facilitate the student's withdrawal.

## If Necessary, Remove the Student from a Single Class Event (face to face or at a distance)

On rare occasion a student's conduct may be so seriously disruptive or threatening that immediate action is required. Begin by firmly warning the student that the behavior must stop or he/she will be asked to leave class. If the behavior persists, direct the student to leave the event for the remainder of the class session. Although permanent removal from a class requires initiation of formal disciplinary proceedings, faculty can remove a student from a single class when necessary to end a seriously disruptive or threatening situation.

If a student refuses to leave class when directed, get to a phone and call College Safety at 602-787-7911 for assistance. If necessary, temporarily adjourn the class or send a student to call College Safety for assistance. A college safety officer will be dispatched to your location and, at your request, will remove the student. Please cooperate with the officer in making a report of the incident.

It is very important that you immediately report any removal to your division chair. The Dean of Students Office should also be notified of this action as quickly as possible by calling 602-787-6604. The Dean of Students will help you develop a plan of steps to be taken prior to the next class meeting and can assist with completing a Student Conduct Disruption/Discipline Report, if applicable. The plan can include a conversation between the student and the Dean of Students Office which will focus on the conditions for the student's return to class, strategies the student can pursue to participate appropriately in class, and the consequences of further disruptive behavior.

## Identifying and Referring the Distressed Student

The college years can be very stressful for many. In the contemporary climate of competition and pressure, some students adequately cope with these stresses, but others find that stress becomes unmanageable and interferes with learning. In some cases, these students may even disrupt the learning of others. Many students initially seek assistance from faculty or staff members. The Counseling Division has identified the following behaviors in "Helping your students cope with college life" which is available at <http://www.paradisevalley.edu/counseling/refer>.

Below are guidelines for identifying students in distress:

- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work.
- Infrequent class attendance with little or no work completed.
- Dependency (e.g., the student who hangs around or makes excessive appointments during office hours).
- Listlessness, lack of energy, or frequently falling asleep in class.
- Marked changes in personal hygiene.
- Impaired speech and disjointed thoughts.
- Repeated requests for special consideration (e.g., deadline extensions).
- Threats to others.
- Expressed suicidal thoughts (e.g., referring to suicide as a current option).
- Excessive weight gain or loss.

- Behavior which regularly interferes with effective class management.
- Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior.
- Unable to make decisions despite your repeated efforts to clarify or encourage.
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present).
- Students who appear overly nervous, tense or tearful.

## Responding to Threatening or Potentially Violent Students

Each of us responds differently to the behaviors of others. Encounters with students that leave you frightened and in fear for your personal safety should be taken very seriously. Direct or implied threats of violence, challenges to fight, shoving, physical attacks, stalking, threatening phone calls, emails or other correspondence, acts of harassment and similar behaviors should be immediately discussed with your division chair, College Safety, and the Dean of Students. Your division chair will provide advice and support and will ensure that the college dean and other appropriate campus officials are notified. College Safety, at (480)784-0911, will assist you in assessing the threat (see below: Five Levels of Risk), determining the most appropriate steps to be taken and, if necessary, will dispatch law enforcement personnel. If the threat is immediate, dial 911 for immediate police response. It is strongly suggested that you notify the Dean of Students Office whenever the police have been requested to intervene. In instances where the reported conduct constitutes a violation of the Student Conduct Code, the Dean of Students Office can assist you in filing a Student Conduct Disruption/Discipline Report. The Dean can be reached at 787-6604.

To assess the level of risk (Five Levels of Risk Behaviors Indicating Risk) and to notify of a threat or threatening behavior that present as harm or danger to self-others please go to:

<https://www2.pvc.maricopa.edu/alert/report.php>

## Meeting With a Threatening or Potentially Violent Student

Do not meet alone with an angry or hostile student. Arrange a specific appointment to meet with the student; thereby giving you time to develop a strategy. Precautions to take include:

- Alert a colleague that you will be meeting with the potentially violent person and have that colleague ready to assist. Have a College Safety Officer on "standby" or with you as circumstances dictate.
- Consider establishing a code word to be used within the department. That word would serve as a signal to others to call for help outside your office.
- Keep the door of your meeting place open.
- Position yourself so that you can exit the room quickly, if necessary. For example, keep yourself between the student and the door.
- Terminate the session immediately if your "sixth sense" tells you something is wrong.
- Avoid body language that appears challenging such as placing your hands on your hips, moving into the student's territory, or using aggressive facial expressions.
- Slow your rate of speech down and use a low pitch and volume to reduce the momentum of the situation.
- Ask to include a division chair or counselor to help satisfy the agitated person's need to feel heard.
- As early in the meeting as possible, elicit the student's goal for the meeting and state your goal. Negotiation of a common goal may be a useful approach to keeping the student focused.
- Listen carefully by really paying attention to what is said. Let the student know you will help within your ability to do so and within reason.
- Ask questions to help regain control of the conversation and to understand the situation.
- Neither agree with distorted statements nor attempt to argue. Avoid defensiveness.

- Terminate the meeting if the student remains belligerent and tell her/him that you will not continue until he/she calms down.
- Never physically touch an outraged student or try to force them to leave.
- If a weapon becomes evident, leave. If that is not possible, calmly ask the person to leave any weapon in a neutral position as you continue talking calmly. (Notify College Safety as soon as you are able!)
- Let the person know the consequences of any violent behavior.
- Never agree to go to an unmonitored location with a potentially violent person.

## Student Discipline Procedures

Serious consideration should be given to filing a misconduct complaint against any student who, following clear warning, persists in exhibiting disruptive behavior, or who threatens or commits an act of violence or abuse. Students warned of the need to correct disruptive behavior should be held accountable if the behavior continues. Corrective measures are also appropriate when a student commits what you believe to be a single act of serious misconduct. You may initiate formal judicial action by filing a Student Conduct Disruption/Discipline Report with the Dean of Students. The procedures for filing a complaint are discussed below. You are encouraged to contact the Dean of Students Office at 602-787-6604 for advice in filing a complaint.

### Filing a Student Conduct Disruption/Discipline Report

Anyone can file a complaint alleging a violation of the Student Code of Conduct (Appendix A). A complaint exists once it is put into writing, signed and dated by the complainant, and received by the Dean of Students Office. For your convenience, the Student Disruption Discipline Report is available online (<http://www.pvc.maricopa.edu/discipline/online-disruption-discipline-report>) or through the Dean of Students Office at 602-787-6604. However, a written complaint may be submitted in any form as long as it includes the following information:

- Full name and, if known, the identification number, phone number and email address of the student against whom the complaint is filed.
- A description of the misconduct, including the date, time and place of the occurrence.
- Names of witnesses, an explanation of what they observed, and how to reach them.
- Supporting documentation/evidence of the misconduct.
- Information concerning any similar previous incidents involving the student against whom the complaint is filed and/or any appropriate documentation of meetings with the student regarding the misconduct.
- Your name and how you maybe reached by phone and email.

### Initiation of Student Discipline

The Dean of Students initiates formal disciplinary action against a student. Upon review of a written complaint a determination is made as to whether there is sufficient information to suggest a Code violation. If so, the following steps are taken:

1. The student is notified in writing of the alleged violation. The student will receive a copy of your report with a letter outlining the Student Conduct Code violation in question.
2. The Dean of Students will conduct an investigation to determine if the charges have merit and/or can be disposed of administratively by mutual consent of all involved parties.
3. A hearing may be conducted by a tribunal (panel of faculty, staff, and student(s) advised by the Dean of Students Office).
4. At the conclusion of the hearing, the student will be notified of his/her right to appeal any applied sanction as outlined in the *Code of Conduct*.

The individual bringing the complaint will normally be required to attend the hearing. Such hearings are closed and confidential except for the participants. Prior to scheduling the hearing, you will receive an email inquiring into your availability to attend a hearing.

The results of complaints initiated against students charged with acts that are disruptive, abusive or threatening are normally communicated back to the complainant or any individual who may have been a victim of a violent act. Any questions about the college judicial system should be directed to the Dean of Students Office at 602-787-6604.

### What to do While Disciplinary Proceedings are Under Way

A number of factors influence the length of time it takes to conclude the disciplinary process. The most significant factors include the student's timely response to official notices, the student's willingness to resolve the complaint, and any issues related to accommodating schedules of all parties needed at the hearing. The student discipline process moves relatively quickly (i.e., 1-3 weeks) when the student immediately responds to notices.

Students do not lose the right to continue attending class upon being charged with a violation of the Student Conduct Code. When the alleged violation involves a verified threat of harm to you or another member of the class, students may be placed on administrative supervision to prevent them from returning to class while the case is being adjudicated. Less severe cases will be considered on a case-by-case basis. While the College's goal in these circumstances is to protect your safety and the integrity of the educational process, there is also a need to mitigate the effects of missed class time while the accused student receives due process. As such, you may be asked to propose alternate ways that the student's educational interests can be preserved between the time that he/she has been asked not to return to class and the conclusion of disciplinary proceedings.

## Special Issues

### Student Complaints about Students

When students report classroom or electronic misconduct that you did not witness, you should provide guidance and support in determining referral options. This may include your contacting the Dean of Students Office or your division chair (or department supervisor) and determine whether to file a complaint with College Safety or the Dean of Students Office, as appropriate. Students may independently initiate a complaint against another student for violation of the Student Conduct Code. Students do not have to discuss or review their complaint with anyone, although such discussions are advisable. The most effective way to assist students to initiate a complaint is to provide support and referral services.

### Disruptions Caused by Students with Disabilities

All students, including those who have a disability, are expected to adhere to the Student Conduct Code. If you believe a student is genuinely experiencing difficulty in exhibiting appropriate behavior because of a disabling condition, you may wish to contact Disability Resources and Services, at 602-787-7171, for assistance. Contact College Safety at (480)784-0911 if your concern involves an immediate threat of health or safety. Normally, a disabling condition will not constitute an acceptable excuse for violating the Student Conduct Code. Your decision to initiate a complaint against a student should be based on the student's behavior and not his/her disability. Also, do not refer students with disabilities to Disability Services in lieu of disciplinary measures. Referral to Disability Resources and Services for a student with a psychological disability who is disruptive is appropriate, but not as a disciplinary measure.

### Student Records Access

Federal law and campus policy protect students against third party access to information contained in their records. Except as permitted by law, students must provide written authorization for release of information in

their student record to a third party, including matters of student discipline. Inquiries into student discipline records should be directed to the Dean of Students Office. Additionally, the content of a student record can not be released to any member of our faculty of staff who does not have a legitimate need to know the information as a result of his/her official duties.

With few exceptions, students have a right to access most records (including email correspondence) in which they are identified by name or other distinguishing characteristic such as student identification or social security number. (Note that such access does not extend to your personal notes that are only available for your personal use.) Therefore, you should draft all written correspondence as though the student will eventually gain access to it. With this in mind, refrain from unnecessary opinions, personal insults or derogatory characterizations in any written correspondence.

General questions concerning student record release practices should be directed to PVCC's Admissions and Records Office. Questions concerning student discipline record release practices should be directed to the Dean of Students Office at 602-787-6604.

## Appendix A

### Paradise Valley Community College Resources for Consultation and Referral (Students)

	Dean of Students Office 787-6604	College Safety 787-7900	Division Chair/Dean	Counseling Center 787-6546	Disability Resource Center 787-7171
<b>Working with a student exhibits the following classroom behaviors:</b>					
Possesses an immediate threat to self or others		*			
Writes or verbalizes a direct threat to another person	*	*		*	
Displays anger or hostility inappropriately	*		*	*	
Sleeping in class	*			*	
Continuously uses cell phone and pager causing disruptions	*		*		
Exhibits behavior that seems bizarre or out of touch with reality		*		*	
Shows signs of alcohol or drug abuse	*			*	
Seems overly emotional, e.g., aggressive, depressed, demanding, or suspicious	*		*	*	
Continuously disrupts class and refuses to stop	*	*	*		
Is the subject of complaints by other students regarding behaviors	*		*	*	
Comes to class drunk or high	*		*	*	
<b>Other Concerns:</b>					
Is a victim of sexual assault	*	*		*	
Talks about homicide or suicide	*			*	
Is a victim of violence, stalking, intimidation or domestic abuse	*	*		*	
Is having difficulty due to illness or death of a friend or family member	*			*	
May have a disability	*			*	*
Reports sexual harassment or civil rights discrimination	*				
Violates principles of community or commits a biased based behavior	*				
Is a victim of a biased based behavior	*			*	

\*Contact should be based on the immediacy of the issue.

## **Appendix B: Student Code of Conduct**

The following are excerpts from the Student Code of Conduct which may be found in its entirety at <http://www.pvc.maricopa.edu/~discipline/>.

### **Student Code of Conduct**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any official, college employee or office.
  - b. Forgery, alteration or misuse of any college document, record or instrument of identification.
2. Obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
3. Physical abuse, verbal abuse, threats, intimation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B.
4. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
5. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
6. Violation of federal, state or local law.
7. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted bylaw.
8. Illegal use, possession or distribution of alcoholic beverages or public intoxication.
9. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if illegally possessed, in a manner that harms, threatens or causes fear to others, or property damage.
10. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

## **Appendix C: Acceptable Use Guidelines**

The following are excerpts from the Student Code of Conduct which may be found in its entirety at <http://www.pvc.maricopa.edu/discipline/student-discipline> and The Acceptable Use of Maricopa's Technology Resources which may be found in its entirety at: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/4-auxiliary-services/4.4-technology-resource-standards>

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:

1. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
2. Unauthorized transfer of a file
3. Unauthorized use of another user's identification and/or password
4. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
5. Use of technology facilities or resources to send obscene or abusive messages
6. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
7. Use of technology facilities or resources in violation of copyright laws
8. Any violation of the District's technology resources standards
9. Use of technology facilities or resources to illegally download files

### ***Enforcement***

The college considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Student Code of Conduct or employee handbooks. Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, and the Electronic Communications Privacy Act.

### **Acknowledgements:**

This manual was a cooperative project that was completed with the assistance of several campus departments, including: Human Resources, Dean of Students, Vice President of Student Affairs and the Counseling Division.