

**Policy No. 4-23****Subject: IT Resources and Computing-Devices Usage**

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Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Information Technology Coordinator	Vice President of Instruction and Student Services	VCCS Computer Ethics Policy

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to establish guidelines for the use of all Information Technology (IT) resources and computing-devices owned or administered by the College.

**II. PERTINENT INFORMATION****A. The purpose of this policy is to:**

1. Promote the mission of the College with regard to teaching, learning, research, and administration;
2. Inform faculty, staff, and students with regard to their responsibilities associated with the use of the College's computing-devices and IT resources; and
3. Prohibit unauthorized or unacceptable use of the College's computing-devices and IT resources.

**B. The use of VHCC IT resources or computing-devices is restricted to authorized users only. Such authorization will be obtained through procedures established by the College's IT Services department. This authorization must comply with related policies and procedures established by appropriate administrative units for various sites at the College that provide access to IT resources or computing-devices. Such sites include but are not limited to computer laboratories, libraries, corporate development training centers, offices, and classrooms.****C. Inappropriate use of College IT resources includes, but is not limited to:**

1. using said resources for political, commercial, or wrongful personal purposes;
2. using said resources to gain illegitimate access to other IT systems  
any breach of IT security measures;
3. any breach of confidentiality of digital files/records;
4. any violation of copyright laws or license agreements;
5. modification or removal of IT hardware, software, or network cables;
6. connecting a non-College-owned laptop or desktop computer or other non-

- College-owned peripheral devices to the College Local Area Network (LAN);
- 7. using disruptive or destructive programs (viruses, etc.);
- 8. disseminating unlawful, fraudulent, obscene, harassing, or threatening messages; and
- 9. accessing, downloading, printing, or storing any information infrastructure files or services having sexually explicit content, except to the extent required in conjunction with a bona fide, agency- approved research project or other.
- D. Authority for the enforcement of related policies and procedures established for various IT-access sites at the College lies with the head of the administrative unit with oversight responsibility for the access site in question.

### **III. DEFINITIONS**

- A. Computing Device: any computer, tablet, or other mobile devices, and associated peripherals and software owned or administered by VHCC.
- B. Information Technology (IT) Resources: all information technology services and facilities, whether stand- alone, shared, or networked, that are owned, leased, operated, contracted, or accessed by the College.
- C. User: any authorized full- or part-time student currently enrolled at the College, any authorized full- or part-time faculty or staff member currently employed by the College, or any other authorized individual or group of individuals granted use of College computing-devices or IT resources.

### **IV. GENERAL GUIDELINES**

- A. College IT resources and computer-devices are to be used only for purposes directly related to teaching, learning, research, administration, and College-sanctioned activities pursuant to the mission of VHCC. The use of College computing-devices or IT resources for political, commercial, recreational, or personal purposes is strictly prohibited with the following provision: personal, not-for-profit use of IT resources by faculty and staff shall be permitted on an incidental and limited basis. Personal, not-for-profit use of College IT resources by students or other authorized users, regardless of location, shall be subject to the demand for such resources for teaching, learning, research, administration, and other College-sanctioned activities. The usage guidelines of the respective administrative unit will apply, as appropriate, and will be communicated to prospective users.
- B. The College shall honor all copyrights and license agreements associated with College-owned software and other online resources. Users shall not violate copyright regulations nor fail to honor the College's license agreements. Users who are found to be in violation of this policy are subject to disciplinary actions and may be restricted from or denied access to IT resources.

### **V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Director of Learning Resources Division the responsibility to establish procedures to meet the requirements of this policy.

## **APPENDIX**

### **VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. VCCS Computer Ethics Policy
- B. Code of Virginia Title 18.2
- C. Virginia Department of Human Resource Management Policy 1.75 Use of Electronic Communications and Social Media.

### **VII. OPERATING REQUIREMENTS**

- A. The following procedure is used by College supervisors to request computing-device access for their employees to the VHCC LAN, VHCC Email System, VCCS Student Information System (SIS), VCCS Human Capital Management (HCM), VCCS Workforce Enterprise System (WES), VCCS XAP Web Application, VCCS Rapid Identity, Perceptive Content and the VCCS Administrative Information System (AIS). There are two forms used in this procedure: "Information Technology Employee Acceptable Use Agreement" and "IT Computer Access Request Form".
  - 1. Each new faculty or staff user must complete assigned security awareness training within 30 days of their start date. This training includes the "Information Technology Employee Ethics Agreement." This form will be electronically signed by the employee during the security awareness training. By reading and signing this agreement, the employee agrees to abide by all applicable state, federal, VCCS, and VHCC policies, procedures, and standards that relate to the VCCS Information Security Policy, the VCCS Computer Ethics Guideline, and Chapter 52 of the Code of Virginia, which addresses restrictions on state employee access to information infrastructure.
  - 2. The supervisor must complete the "IT Computer Access Request Form" available from the College IT department. The supervisor completes the form with the appropriate Data Owner(s) signature(s) as needed and submits it to the LAN administrator. The form is then forwarded to the Database Administrator.
  - 3. The supervisor is responsible for notifying the LAN administrator when an employee is no longer eligible for VHCC and VCCS IT resources, applications or needs additional access by re-submitting the "IT Computer Access Request Form" form within 5 days of the last eligibility date.