

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 21

TITLE: Computer Use Procedure

EFFECTIVE DATE: January 15, 2013

PROCEDURE

1. PURPOSE

To provide procedures to ensure reliable and consistent computer services.

2. SCOPE AND APPLICABILITY

This procedure applies to College computer and network users.

3. PROCEDURES

A. Statement

All users of the College's electronic resources and equipment will act in a responsible, ethical, and legal manner. The College computer and network resources are state-owned resources intended to primarily support academic endeavors. Users will respect the rights and privacy of other users, share the resources equitably and follow College policies and procedures as well as local, state, and federal laws relating to copyrights, privacy, security, licenses and other statutes regarding electronic/social media, information and communications.

All electronic communication transmitted to the employees as a group (all users, etc.) must be reviewed and approved by the Communication's Office, prior to its transmittal. Representatives from the President's Office and/or the Executive Vice President/Chief Academic Officer's Office are charged with sending out the approved messages.

B. Usage of Computers/Network

The following shall govern the use of all College computer and network resources:

- i. Access to computer and network resources is restricted to authorized individuals as defined by the appropriate organizational unit. Accounts and passwords, when required, are assigned to specific individuals by the Technology Services Department or designee(s) and may not, unless properly authorized by the College, be shared with, or used by, other persons within or outside the College.

- ii. Actions that harass, threaten, or otherwise cause harm to individuals are prohibited. Respect for the rights of others is fundamental to ethical behavior at New River. Actions that threaten or cause harm to other individuals are violations of College policies and of federal and state laws. Such actions may be prosecuted through both the College judicial process and, independently, in state or federal court.
- iii. Actions that impede, impair or otherwise interfere with the activities of others are prohibited. College computer and network resources are shared, and misuse of a particular resource can have a negative impact on other users. Accordingly, the College may require users to limit or refrain from specific uses. Intentional misuse or damage to resources is prohibited.
- iv. Actions that download or post to College computers, or transport across College networks, material that is illegal, proprietary or in violation of College contracts are prohibited.
- v. Actions performed using the College's computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on the College community as a whole. Violations of copyright, licenses, privacy, or publishing obscene materials or pornography may result in College disciplinary actions as well as civil or criminal legal actions.
- vi. Use of computer and network resources for commercial purposes, other than College-approved business, is prohibited. Limited personal use of the College's computer and network resources for other purposes is permitted when it does not interfere with the performance of the user's job or other College responsibilities, and otherwise is in accordance with this policy. However, College-related uses take priority over personal uses when resources are inadequate to meet both demands. Further limits may be imposed upon personal use in accordance with accepted management principles.

C. Security and Privacy

The College uses various methods to protect the security of its computer and network resources and of its users' accounts. Users, however, should be aware that the College cannot guarantee such security and privacy. Users should also be aware that any electronic communication and data utilizing College-owned computer and network resources may be disclosed under provisions of the Freedom of Information Act, internal or external investigations, and other policies, procedures, state and federal laws as required.

The College assigns to selected staff the responsibility for investigating alleged violations. The College may monitor electronic activities and inspect data files and communications of individuals.

D. Compliance

Violations of this procedure should be reported to the Vice President of Technology Services and may be investigated by the College administration in cooperation with the appropriate law enforcement officials. Inappropriate use of College electronic resources may result in user accounts being suspended or revoked, disciplinary action up to and including dismissal and other appropriate legal action.

RELATED POLICIES AND/OR PROCEDURES: Operating Rule 16 Computer Use, Procedure 22 Social Media

RESPONSIBLE OFFICE: Technology Services

Approved by: President's Advisory Council