

New River Policy



POLICY NAME	Computer Use		POLICY NO.	NR 6.2	
RESPONSIBLE OFFICE	Information Technology	EFFECTIVE DATE	02/02/2012	DATE APPROVED	06/01/2021
DATE OF LAST REVISION	03/02/2021	DATE OF NEXT REVIEW	03/2024		

SCOPE

This procedure applies to College computer and network users.

Compliance – Legislative Rule

West Virginia Code §18B-1-6(c)(3).

POLICY STATEMENT

To ensure proper computer use. Users of New River electronic resources and equipment are expected to act in a responsible, ethical, and legal manner, respecting the rights and privacy of other users. They must follow New River policies and procedures, as well as local, state, and federal laws relating to copyright, privacy, security, and other statutes regarding electronic media, information and communications.

PURPOSE

To provide procedures to ensure reliable and consistent computer services.

GENERAL PROVISIONS

New River Community and Technical College will provide and maintain computer and network resources to support the education, research, and work of its faculty, staff, and students and users will adhere to ethical and legal standards.

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 designated from the President's Office and/or the Vice President's Divisional Offices are charged with sending out the approved messages.

TERMS AND DEFINITIONS

TERM	DEFINITION

SECTION 1: Usage of Computers and Network

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

SECTION 2: Security and Privacy

1. 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.
2. 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.
3. The College assigns to selected staff the responsibility for investigating alleged violations.
4. The College may monitor electronic activities and inspect data files and communications of individuals.

SECTION 3: Compliance

1. 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.
2. 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.

EXCEPTIONS/EXCLUSIONS

N/A

REVIEW

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

APPROVAL SIGNATURES

DocuSigned by:
Bonny B. Copenhagen
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President _____ **Date**

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

BOG 6.1 Information Security
NR 6.1 Telework Procedure
NR 7.1 Social Media Procedure

ASSOCIATED FORMS

N/A

HISTORY		
REVISION DATE	DESCRIPTION OF CHANGE	VICE PRESIDENT APPROVAL
03/02/202	New policy format. Combining Operating Rule 16 and Procedure 21	

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.