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BOARD OF GOVERNORS POLICY TECH 2
COMPUTER USE POLICY

SECTION 1: GENERAL

SCOPE. – New River Community and Technical College (College) provides and maintains computer and network resources to support the education, research, and work of its faculty, staff, and students. This policy statement provides members of the College educational community with standardized practices and procedures intended to ensure reliable and consistent service.

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

Violations of this Policy may result in suspension or loss of the violator's user privileges, with respect to Institutional Data and College-owned Information Systems. Additional administrative sanctions may apply up to and including termination of employment or contractor status with the College. Civil, criminal, and equitable remedies may also apply.

REFERENCE/AUTHORITY. – n/a

EFFECTIVE DATE. – April 9, 2024

SECTION 2: APPLICABILITY

2.1 Access to computer and network resources is restricted to authorized individuals as defined by the appropriate role-based privileges assigned. 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.

2.2 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 Community and Technical College. 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.

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2.3 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.

2.4 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.

2.5 Actions performed using the College's computer and network resources, regardless of any disclaimers that might be made, reflect on the College community. Violations of copyright, licenses, privacy, or publishing obscene or pornographic materials may result in college disciplinary actions as well as civil or criminal legal actions.

2.6 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 3: SECURITY MEASURES

3.1 New River uses various methods to protect the security of its computer and network resources and privacy of user accounts. Users, however, should be aware that the College cannot guarantee security and privacy. Any electronic communication stored or transmitted utilizing College-owned computer and network resources may potentially be disclosed under provisions of the Freedom of Information Act and other College, state or federal laws and regulations as required.

3.2 The College assigns to its designated IT staff the responsibility for investigating alleged violations of this policy as well as applicable College, state and federal laws and regulations. Within this scope, the College monitors user activity and communications that use College resources.

SECTION 4: SIGNATURES

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Board of Governors Chair Date

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President Date

REVISION DATE	DESCRIPTION OF CHANGE
2.2.12	Policy adopted
3.20.21	Combined operating rule and procedure 21 into policy
4.9.24	Policy reviewed to expand across all mobile devices and approved
12.17.24	Policy reformatted to new policy theme, new template no substantiative changes.