
TITLE: USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES

POLICY NO: 4-32

EFFECTIVE DATE: 07/01/98

VCCS POLICY NO: N/A

REVISED DATE: 05/05/15

I. Purpose:

To establish guidelines for the use of computers and information technology resources owned or administered by the college in order 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 computers and information technology resources; and (3) prohibit unauthorized or unacceptable use of the college's computers and information technology resources.

II. Definitions:

Computer: any computer and associated peripherals and software owned, licensed, or administered by J. Sargeant Reynolds Community College (Reynolds).

Consumables: products that are used on a recurring basis, and are items which "get used up" or discarded, such as paper, toner, ink cartridges, and computer media.

Incidental personal use: using a computer or technology device for personal use such that the nature of the use is secondary in time and importance to its primary use for college-related business, such as visiting non-work-related Web sites, sending a personal email using a Reynolds email account, or using word processing software to compose a document for a reason that is not directly work related.

Information technology resources: all information technology services, facilities, and data—whether stand-alone, shared, or networked—that are owned, leased, operated, contracted, or accessed by the college.

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 the college's computers or information technology resources.

III. Policy:

A. The use of Reynolds computers or information technology resources is restricted to authorized users only. This authorization must be in compliance with related policies

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and procedures established by appropriate administrative units for various sites at the college that provide access to college computers or information technology resources. Such sites include, but are not limited to, classrooms and laboratories, libraries, workforce training centers, offices, and other support areas.

- B. College computers and information technology resources are to be used only for purposes directly related to teaching, learning, research, administration, and college-sanctioned activities pursuant to the mission of the college. The use of college computers or information technology resources for political or commercial purposes is strictly prohibited.
- C. The college permits incidental personal use of college-owned technology resources consistent with this policy. Incidental personal use of technology resources must not interfere with an employee's work responsibilities, negatively impact system operations or other users, conflict with the mission of the college, or violate the public trust. Appropriate incidental personal use of technology resources does not result in any measurable cost to the college. Employees are responsible for exercising good judgment about personal use in accordance with this policy.
- D. The use of college-owned consumable supplies for personal use by any user (faculty, staff, or students), such as paper and printer toner, is prohibited. Users may utilize college-owned consumable supplies at a minimal charge offered by the college's libraries and academic computing centers.
- E. 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.
- F. Users and violations
 - 1. Students who are found to be in violation of this policy may be restricted from or denied access to computer resources and may be subject to further disciplinary action as indicated in [Reynolds Policy No. 1-35](#), Student Conduct.
 - 2. Faculty and staff who are found to be in violation of this policy may be restricted from or denied access to computer resources and may be subject to further disciplinary action, as indicated in [Virginia Community College System \(VCCS\) Policy 3.12](#), Faculty Sanctions, or in the [Department of Human Resource Management \(DHRM\) Policy 1.60](#), Standards of Conduct.
 - 3. Inappropriate use of college computer resources includes, but is not limited to the following:
 - unauthorized use of these resources
 - using these resources for political, commercial, or wrongful personal purposes

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- using these resources to gain illegitimate access to other computer systems
- breaching computer security measures
- breaching confidentiality of computer files and other information
- violating copyright laws or license agreements
- modifying equipment or software without prior approval from the Department of Technology
- removing technology equipment without gaining approval, initiated with [JSRCC Form No. 65-0006](#), Removal of College Property
- using disruptive or destructive programs (viruses, etc.)
- disseminating unlawful, fraudulent, obscene, harassing, or threatening messages
- accessing, downloading, printing, or storing any sexually explicit content, except to the extent required in conjunction with a bona fide, agency-approved research project or other agency-approved undertaking violating any other provision of current college, Department of Human Resource Management (DHRM), and/or Virginia Community College System (VCCS) information security standards.

IV. Procedures:

These procedures are used by college supervisors to request computer access for their respective employees to the college network and/or the Virginia Community College network.

- A. On or before the first day of work, each new faculty or staff user (including work-study students) must complete [JSRCC Form No. 40-0009](#), Information Technology Employee Acceptable Use Agreement. By completing this agreement the employee agrees to abide by all applicable federal, state, VCCS, and college policies, procedures, and standards relating to the VCCS Information Security Policy, the VCCS Computer Ethics Guideline, and the [Code of Virginia, Title 2.2, Chapter 28 § 2.2-2827](#), which addresses restrictions on state employee access to information infrastructure.
- B. The supervisor must ensure that the completed and signed VCCS Information Technology Employee Ethics Agreement is submitted to the college's data management technician senior in the Department of Technology (DOT). The form may be submitted by scan/email or fax (804-371-3398). Additionally, the original signed copy of the form must be provided to the Office of Human Resources with all other new hire documents for the official personnel file.
- C. After completion of step B above, the supervisor must also complete [JSRCC Form No. 40-0006](#), Request for Computer Access, in order to obtain computer access for all college and VCCS applications. This online form is automatically sent to the Department of Technology for immediate establishment of the employee's computer access(es) and college email account.

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- D. Upon the establishment of all accesses and college email account, the Department of Technology will promptly notify the supervisor and the employee via email of the status of the request and other pertinent information.
- E. New employees who have access to computer resources are required to complete Security Awareness Training (MOAT) within the first thirty (30) days of the employment start date and annually thereafter.
- F. Requests to delete, change, or add new computer access must also be requested using [JSRCC Form No. 40-0006](#), Request for Computer Access.
- G. Requests for access to VCCS applications, Department of Accounts, Department of Human Resource Management, etc., will be coordinated and/or sent to the VCCS by the college's Department of Technology.

V. Other Information:

[Department of Human Resource Management \(DHRM\) Policy 1.60](#), Standards of Conduct

[Virginia Community College System \(VCCS\) Policy 3.12](#), Faculty Sanctions

[Code of Virginia, Title 2.2, Chapter 28 § 2.2-2827, Restrictions on state employee access to information infrastructure](#)

[Reynolds Policy No. 1-35](#), Student Conduct

[JSRCC Form No. 40-0006](#), Request for Computer Access

[JSRCC Form No. 40-0009](#), Information Technology Employee Acceptable Use Agreement

[JSRCC Form No. 65-0006](#), Removal of College Property