



VCCS Information Technology Requirements, Standards, Policies, and Guidelines Procedure

Procedure Number: 501P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Forms: N/A

Effective Date: 10/31/2024

Date Last Reviewed: 10/31/2024

1. Purpose

This procedure details the specific actions to be taken by all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who use either College owned or personally owned devices to access, store, back up, modify, or relocate any VCCS or College systems and/or data.

2. Definitions

N/A

3. Procedure

1. All users must comply with applicable VCCS IT requirements, standards, and guidelines, which are used as the authority in the development of NOVA IT policies and procedures.
2. All users must comply with the VCCS Chancellor’s Technology Expectations. These are standards and requirements that all VCCS colleges, the System Office, and the Shared Services Center are required to meet annually. They are developed and approved through the VCCS governance process and are based on national best practices and standards. The Chancellor’s Expectations are used to develop NOVA’s annual technology plan and strategic technology plans.
3. All users must comply with the applicable VCCS IT policies as detailed in [VCCS Policy Manual Section 9.0 Information Technology Policies](#).
4. All users must agree to and comply with the agreements detailed in the [Acceptable Computer Use Procedure](#).