

Information Technology Employee Ethics Agreement

Access to the Virginia Community College System's (VCCS) local and wide-area computer systems imposes certain responsibilities and obligations upon the user and is a privilege granted, subject to VCCS policies as well as state, local, and federal law. The College is committed to advancing ethical and responsible use of all computing resources and will not tolerate illegal, improper, or irresponsible use.

I understand that I may be granted access to the VCCS's computer systems as a necessary privilege so that I may be able to perform authorized job functions, and as such, I have the responsibility to use the systems in an ethical, professional and legal manner. In exchange for the privileges granted me, I agree to abide by the following standards:

1. To take every reasonable precaution to prevent unauthorized access to any passwords, user identifications, logon identifications or other information that may be used to access the systems.
2. To treat all confidential information within the systems as such.
3. To limit access to information contained in or obtained from the systems to persons authorized such information, and to use that information only in the performance of my duties.
4. To respect the facilities and equipment and to prevent their abuse.
5. To abide by any and all restrictions imposed by the College on access mechanisms to and from, as well as use of, resources outside VCCNet. Specifically, I understand that any Internet protocol (IP) addresses issued to me are to be employed for official use to carry out the educational mission of the College.
6. To use the Internet and the College's electronic communication systems in compliance with Policy 1.75 of the Department of Human Resources Management (DHRM) Policies and Procedures Manual.
7. To report any incidents of non-compliance with the terms of this agreement to the administration of Northern Virginia Community College.

I understand that the VCCNet Administration or appropriate designated College officials consider any violation of the procedures and standards to be a serious offense and reserve the right to copy and examine any files or information resident on VCCS computer systems allegedly related to unacceptable use.

By using the College computing resources, I agree to abide by the terms of this agreement and understand that if I should violate this agreement I will be subject to disciplinary action.

Employee's Name. (Print)

Date

Employee's Signature

Department/Office