

## Information Technology—Employee Acceptable Use Agreement

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As an employee of Northern Virginia Community College (NVCC) and the Virginia Community College System (VCCS) and a user of their local and shared computer systems, I understand and agree to abide by the terms of the following Information Technology Employee Acceptable Use Agreement. These terms govern my access to and use of the information technology applications, services, and resources of NVCC and VCCS, and the information they generate and maintain.

I will have access to the following systems given to all employees: NVCC Network Access, NVCC e-mail, NVCC Network Storage, eNova Virtual Web Classroom and Meeting Space, NovaConnect Student Information System, Canvas, **Remote Access**, and the NVCC online Human Resources system. NVCC and VCCS have granted this access to me in order for me to perform my job at NVCC. I will not knowingly permit use of my logon identification, password, workstation identification, user identification, file protection keys or production read/write keys, digital certificates, or 2-factor authentication mechanisms for any purpose other than what is required to perform authorized employment functions. I will not disclose information concerning any access control mechanism (e.g., logon and password) unless authorized to do so by my supervisor. I will not use any access mechanism that NVCC and VCCS have not assigned to me.

I agree to create or change my password when notified and to complete required information technology security awareness training annually as a condition of maintaining my access to NVCC and VCCS systems. I will follow all of the security procedures of NVCC and VCCS computer systems as they are communicated to me and protect the data contained in them. **I will not respond to phishing or other attempts to steal logons and passwords or introduce malware into NVCC or VCCS systems, and will use care when opening attachments.**

I will treat all student and personnel information maintained on the NVCC and VCCS computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license lease, or lending, and/or to perform or display it. Users must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc., without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the College's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action. The penalties for infringing on copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501–518 ([http://www.copyright.gov/title\\_17/92chap5.html](http://www.copyright.gov/title_17/92chap5.html)) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I will not use peer-to-peer file sharing programs such as LimeWire, KaZaA, Gnutella, Morpheus, BitTorrent, or similar programs on any college computer and will not download or share files in violation of that material's copyright protection.

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures, and standards that relate to the Virginia Department of Human Resource Management Policy 1.76—Use of Internet and Electronic Communication Systems, the VCCS Information Security Standard, and the Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the College or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;

- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

I will follow any special rules that are posted or communicated by responsible staff members whenever I use college computing laboratories, classrooms, and computers in the Learning Resource Centers. I shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. NVCC or the VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use NVCC or VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

NVCC and the VCCS reserve the right (with or without cause) to monitor, access, and disclose all data created, sent, received, processed, or stored on NVCC or VCCS systems to ensure compliance with NVCC and VCCS policies, and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (Commonwealth of Virginia owned or personal) connected to a COV owned device or network. I understand that the NVCC information security office at NVCC's IT Support Services or other designated college or VCCS IT security officials reserve the right, without notice, to limit or restrict any individual's computer access and to inspect, remove, or otherwise alter any data, file, or system resource that may undermine any NVCC or VCCS information technology resources.

I understand that it is my responsibility, and a condition of employment, to read and abide by this agreement, even if I do not agree with it. If I have any questions about the Information Technology Acceptable Use Agreement or any other information technology policy, I understand that I need to contact the College Information Security Officer, the Vice President for Instructional and Information Technology, or another appropriate college official.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to them. I further acknowledge that should I violate this agreement, I will be subjected to disciplinary action.

Approved by the Administrative Council 11/16/10.

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NVCC Employee or Consultant Name (print)

Date

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NVCC Campus or Location

Department/Office

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NVCC Employee or Consultant Name (signature)