

## BRINGING YOUR OWN ELECTRONIC DEVICE TO NOVA

(Laptops, Tablets, Smart Phones)

You are welcome to bring your own electronic device to NOVA. We provide wireless access across all of our campuses and centers, and are constantly adding capacity as needed. (See the IT Help Desk web site for information on connecting to our network and resources—<http://www.nvcc.edu/ithd>).

Here are some very important reminders if you do bring your own device:

1. Be sure you have read the Acceptable Use policies, because they apply whenever you are connected to our network, whether you are using a NOVA device or one you bring with you.  
Students <http://www.vccs.edu/student-patron-acceptable-use-agreement/>  
Faculty/Staff [http://www.nvcc.edu/forms/pdf/105\\_078.pdf](http://www.nvcc.edu/forms/pdf/105_078.pdf)
2. The Rules of Conduct apply to you whether you are on a NOVA device or one you bring with you. These appear in the Student and Faculty Handbooks on the web. Of particular importance are the following:

*Students:* “The following misconduct is subject to disciplinary action....Physical and/or psychological abuse or the threat of such abuse of any person on College premises or at College activities. This includes hazing of any sort. Hazing is defined as, ‘To initiate or discipline (fellow students) by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.’ Sexual harassment or assault.” (*Student Handbook*)

*Faculty/Staff:* The Commonwealth strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer on the basis of an individual’s race, sex, color, national origin, religion, age, veteran status, political affiliation or disability. (DHRM Policy 2.30)

3. Even though NOVA allows you to bring a personally owned electronic device to campus, it is up to the individual instructor whether you may use them in class.
4. Our Help Desk and IT staff will make a reasonable effort to help you use your personally owned device at NOVA, but we cannot guarantee that we will solve any or all problems, or that you will be able to connect to our network or resources.
5. For recommendations on best practices for online safety and security, including use of portable devices, visit the following websites:

*Stay-Safe-Online* <http://www.staysafeonline.org/stay-safe-online/>

Net Smartz Workshop <http://www.netsmartz.org/Presentations>

For the complete policies on Mobile Devices and on Storage of Sensitive Information on Portable Devices visit: [http://www.nvcc.edu/ithd/\\_docs/NVCC-BYOD-Policy.pdf](http://www.nvcc.edu/ithd/_docs/NVCC-BYOD-Policy.pdf), and [http://www.nvcc.edu/policies/\\_docs/nova-policy-sensitive-data.pdf](http://www.nvcc.edu/policies/_docs/nova-policy-sensitive-data.pdf)