

VCCS Information Technology Requirements, Standards and Policies

Policy Number: 501

Categorized: [Information Technology](#)

Responsible Office: VP of Instructional and Information Technology

Subject: Compliance with applicable VCCS IT Requirements, Standards, Policies and Guidelines, Chancellor's Technology Expectations

Related Policies: [Acceptable Computer Use](#), [Sensitive Data and Personal Storage Devices](#), [Email](#)

Procedures: N/A

Additional Information:

Effective Date:

Last Reviewed Date: 05/18/2020

1. Scope

This policy applies to 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 utilize either College-owned or personally-owned devices to access, store, back up, modify or relocate any VCCS or College systems and/or data.

2. Policy Statement

All users must comply with applicable VCCS IT Requirements, Standards, Policies and Guidelines, including the Chancellor's Technology Expectations, regarding information technology.

3. Definitions

College-owned device: any device (computer, tablet, smart phone, PDA, etc.) owned by the college and assigned to a user for the express purpose of performing assigned work tasks.

Personally-owned device: any device (computer, tablet, smart phone, PDA, etc.) owned by a user and utilized to access, modify, store, or otherwise process VCCS or college systems and/or data.

4. Procedures

N/A

5. Authority

VCCS IT Requirements, Standards, Policies and Guidelines

Chancellor's Technology Expectations