



## Northern Virginia Community College Information Technology Employee Acceptable Use Agreement

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, Blackboard 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 for any purpose other than what is required to perform authorized employment functions. I will not disclose information concerning any access control mechanism unless authorized to do so by my supervisor. I will not use any access mechanism that NVCC and VCCS has not assigned to me. 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.

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 the NVCC and VCCS computer systems as they are communicated to me and protect the data contained in them.

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 state, federal, NVCC and VCCS policies, procedures and standards that relate to the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard: as well as all NVCC employee information technology ethics, e-mail and Web acceptable use guidelines and policies. I can find these guidelines and policies at [www.nvcc.edu/resources/webpolicies.htm](http://www.nvcc.edu/resources/webpolicies.htm). If I observe others acting in non-compliance with the terms of this agreement, I will report this to the information security officer at NVCC's IT Support Services and to my supervisor.

I understand that the NVCC information security office at NVCC's IT Support Services or other designated college 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 acknowledge that it is a condition of my employment to understand, sign and abide by this agreement. If I have any questions about this **Information Technology Employee Acceptable Use Agreement** or any other information technology guideline, standard or policy, I understand that I should contact my supervisor or the Office of the Vice President for Instructional and Information Technology for clarification.

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 can be subjected to disciplinary action.

**NVCC employee or consultant name:**

**Date:**

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(PRINT)

**NVCC Campus or location:**

**Department/Office:**

**NVCC employee or consultant:**

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(SIGNATURE)