SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-7125

SUBJECT: Information Technology Acceptable Usage

REFERENCE: SCP-7720, Security of Information Technology

ORIGINATION: July 7, 1997

EFFECTIVE: July 7, 1997

REVIEWED: February 17, 2009

SECTION 1.   PURPOSE

1.1   To define and clarify the responsibilities and obligations of computer users at Southern West Virginia Community and Technical College.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   This issuance applies to all computer users at Southern West Virginia Community and Technical College including but not limited to guests, students, staff, faculty, and external entities.

SECTION 3.   DEFINITIONS

3.1   Access – To approach or use an information resource.

3.2   Assets – Any of the data, hardware, software, network, documentation, and personnel used to manage and process information.

3.3   Chief Technology Officer – The person responsible for the agency's information resources.

3.4   Employee – Individuals employed on a temporary or regular basis by the Southern West Virginia Community and Technical College; as well as contractors, contractor's employees, volunteers, and individuals who are determined by the institution to be subject to this policy.

3.5   Password – A string of characters known to a computer system or network and to a user who must enter the password in order to gain access to an information resource.

3.6   Security – Those measures, procedures, and controls that provide an acceptable degree of safety for information resources, protecting them from accidental or intentional disclosure, modification, or destruction.

3.7   User – A person authorized to access an information resource.

SECTION 4.   POLICY

4.1   This policy establishes guidelines and responsibilities for users of Southern West Virginia Community and Technical College's Information Technology.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   Institutional Purposes

    6.1.1   Use of Southern West Virginia Community and Technical College's technology resources is for purposes related to the college's mission of education, research, and public service. All classes of technology service users may use technology resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the college, and other college sanctioned activities. The use of Southern West Virginia Community and Technical College's technology resources for commercial purposes is permitted only by special arrangement with the appropriate computing center or computer systems administrator. The recreational use of the account for purposes unrelated to institutional goals is not allowed.

6.2   Security

    6.2.1   The user is responsible for correct and sufficient use of tools each computer system provides for maintaining the security and confidentiality of information stored on it. For example:

        6.2.1.1 Computer accounts, passwords, and other types of authorization are assigned to individual users and may not be shared with others.

        6.2.1.2 The user should select an obscure account password and change it frequently.

        6.2.1.3 The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.

        6.2.1.4 The computer user should be aware of computer viruses and other destructive computer programs and take steps to avoid being their victim or unwitting vector. Specifically, users should not run disks from their home computers, or third parties, without ensuring that they are first tested by virus shield.

6.3   Legal Issues

    6.3.1   Technology resources may not be used for illegal purposes, but are not limited to:

        6.3.1.1 Intentional harassment of other users.

        6.3.1.2 Intentional destruction or damage to equipment, software, or data belonging to Southern West Virginia Community and Technical College or other users.

6.3.1.3 Intentional disruption or unauthorized monitoring of electronic communications.

6.3.1.4 Unauthorized copying of copyrighted material.

6.4 Ethical Usage

6.4.1 Since Southern West Virginia Community and Technical College is committed to maintaining and fostering the highest ethical standards, the technology resources must be used in accordance with the ethical standards of the college community as described in the Code of Student Ethics and the Academic Handbook. Unethical use includes:

6.4.1.1 Violations of computer system security.

6.4.1.2 Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.

6.4.1.3 Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail messages, overuse of interactive network utilities, etc.).

6.4.1.4 Use of technology resources for private business purposes unrelated to the mission of the college or college life.

6.4.1.5 Academic dishonesty (plagiarism, cheating, etc.).

6.4.1.6 Violation of software of software license agreements.

6.4.1.7 Violation of network usage policies and regulations.

6.4.1.8 Transmission of copyrighted pornographic materials or accessing them for purposes unrelated to Southern West Virginia Community and Technical College's institutional purposes. Faculty must inform the Vice President for Academic Affairs if their course content requires students to access such material.

6.5 Facilitative Usage

6.5.1 Southern West Virginia Community and Technical College's technology resource users can help make the system efficient and effective by:

6.5.1.1 Deleting unneeded files from one's accounts on central machines on a regular basis.

6.5.1.2 Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity.

6.5.1.3 Refraining from overuse of interactive network utilities.

SECTION 7.   RESPONSIBILITIES AND PROCEDURES

7.1   The Chief Technology Officer is responsible for administering the provisions of this policy and the State of West Virginia Information Security Guidelines.

7.2   Responsibilities of the user:

    7.2.1   Access to technology resources is a privilege Southern West Virginia Community and Technical College grants to all college faculty, staff, and students. Access may also be granted individuals outside the college for purposes consistent with the mission of the college. Certain responsibilities accompany that privilege; understanding them is important for all computers users.

7.3   Sanctions:

    7.3.1   Violation of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Southern West Virginia Community and Technical College's technology resources may also be subject to prosecution by state and federal authorities.

SECTION 8.   CANCELLATION

8.1   None.

SECTION 9.   REVIEW STATEMENT

9.1   This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair	**Date**

President	**Date**

Attachments: None.

Distribution: Board of Governors (12 members)
                      www.southernwv.edu

Revision Notes: February 2009 — This policy was revised to reflect up-to-date terms and current acceptable usage. The policy was reformatted using the latest policy template.