



Bring Your Own Device Procedure

Procedure Number: 507P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Forms: N/A

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

1. Purpose

This policy procedure details the specific actions to be taken by 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 use personally owned devices to access, store, back up, modify or relocate any Virginia Community College System (VCCS) or College systems and/or data.

2. Definitions

Personally Owned Device: all devices and accompanying media that fit the following classifications:

- a. Laptop/notebook/tablet computers
- b. Mobile/cellular phones
- c. Smartphones
- d. Personal Digital Assistant (PDA)
- e. Home or personal computers used to access institutional resources
- f. Any mobile device capable of storing corporate data and connecting to an unmanaged network

3. Procedure

1. Users assume full liability for risks, including but not limited to, the partial or complete loss of his/her personally owned device and its contents due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
2. Even though NOVA allows the use of personally owned devices on the network, it is up to the individual instructor whether they may be used in class.
3. Aspects of the Freedom of Information Act (FOIA) or the Virginia Public Records Act may apply to laptops, tablets, or smart phones whether personally or College owned and used for public business. For additional information see the [NOVA FOIA web page](#).